

Effective January 1, 2023, the City implemented a pilot study to determine the potential impacts and benefits of changes to our completeness review process. This process enhancement will allow submittal of the below-identified documents for certain applications **AFTER** the submittal deadline in order to allow an application to be deemed complete:

- a. Shot Clock Waiver Form
- b. Property Owner's Consent Form
- c. Letter of Intent Parkland
- d. Title Report/Easement Encumbrance Schedule
- e. Drainage Study/HEC Res File

If you are missing two or fewer of the above documents, your application will initially be deemed incomplete. You will receive notice, as usual, **and will have 24 hours** from the date stamp of that notice email to upload the missing documents.

This pilot is limited to the following applications at this time:

- o Heritage Tree Removal and Pruning Permits (HT)
- o Site Development Plan (SDP)
- o Subdivision Plats (All types)
- o Subdivision Plat Vacation (VAC)
- o Land-use-related Applications (as identified on the City's posted 2023 Application Submittal Dates Calendar)

FAQ's

- **What if I am missing more than 2 of the above documents?**
 - o Then your application will be deemed incomplete, and any documents you submit will not be brought in, and your case will not be reviewed for completeness, until the next submittal day.
- **What if I am missing documents other than those identified with this pilot?**
 - o Then your application will be deemed incomplete, and any documents you submit will not be brought in, and your case will not be reviewed for completeness, until the next submittal day.
- **How do I submit my missing documentation to the City?**
 - o Documents will only be accepted through the MGO portal. Emailed documents will not be accepted to fulfill your completeness requirement.
- **What if I do not submit my missing documents within the 24-hour window?**
 - o Then your application will be deemed incomplete, and any documents you submit will not be brought in, and your case will not be reviewed for completeness, until the next submittal day.
- **What if I resubmit the documents, but am still missing a document or do not fulfill the requirement?**
 - o Then your application will be deemed incomplete, and any documents you submit will not be brought in, and your case will not be reviewed for completeness, until the next submittal day.
- **What if I do not pay my fee?**
 - o Fee deadlines and requirements are **not** changing with this pilot. If you do not pay your fee within the time and manner prescribed, then your application will be deemed incomplete, any documents you submit will not be brought in, and your case will not be reviewed for completeness, until the next submittal day.