

Submittal Requirements for Rear Yard Encroachments

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| Required | <p>Please use this as a checklist to assemble the materials required for your development application when submitting the application through the Accela Citizen Access (ACA) portal. The following items must be submitted in order to process your application. Please follow ALL hyperlinks for complete checklist. <u>If the plans are not legible, or do not contain the information listed below, your application will be deemed incomplete and rejected.</u></p> |
| <input type="checkbox"/> | <p>Instructions:</p> <ol style="list-style-type: none"> 1. All plans and documents <u>must</u> be uploaded in PDF format. 2. A separate PDF document is required for <u>each</u> plan type (i.e., one PDF required for all site plan documents; one PDF for all elevation plans; etc.). 3. If ACA portal requires a document type not included on this checklist, upload blank PDF document called "Dummy Document". Make sure you select the required document "Type" from the dropdown list. |
| <input type="checkbox"/> | <p>Complete Application in ACA portal.</p> <p><input type="checkbox"/> Provide full contact information including email addresses for all applicants and/or owners who are stakeholders of the project</p> |
| <input type="checkbox"/> | <p>All Required Fees Paid</p> <p>Fees will be invoiced after application is submitted. All fees must be paid before application is deemed complete. Fees must be paid within three days of fees being invoiced (e-mail will be sent). Please note fees are updated annually on July 1st.</p> |
| <input type="checkbox"/> | <p>Letter of Owner Authorization (If Owner is not the Applicant) (Electronic)</p> <p>Shall include name phone, address and email.</p> |
| <input type="checkbox"/> | <p>Operational Statement (Electronic)</p> <p>Operational Statement must include the proposed rear yard encroachment request and reason for the proposed encroachment.</p> |
| <input type="checkbox"/> | <p>Project Site Plan or plot plan (Electronic, uploaded into ACA), scaled and dimensioned.</p> |
| <input type="checkbox"/> | <p>Elevations (Electronic, uploaded into ACA)</p> <p>Elevations of proposed building addition or structure that is encroaching into the rear yard.</p> |

The application completeness review process is up to a 30-day process. If all items on this checklist are not submitted, the application will be deemed incomplete and rejected. If all required items on this checklist are submitted and determined to meet all requirements outlined in this document, the application shall be deemed complete and accepted for processing. Within five days of project acceptance, the project applicant will be sent an Introduction Letter (via e-mail) from the assigned Planner discussing the process and the target completion date.