

Board of Supervisors

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February 22, 2018

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To: Anyone Submitting Development Applications

SUBJECT: *Application Submittal*

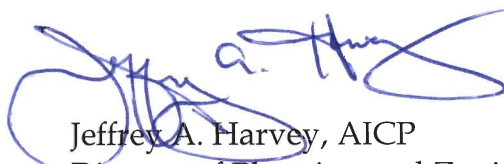
This letter is to notify all applicants, developers, engineers, surveyors, and any other person who may submit applications and plans for Planning and Zoning development reviews.

Due to the volume of submission and length of time to process paper applications, beginning Monday, February 26, 2018, the Community Development Service Center (CDSC) will no longer be accepting paper applications on behalf of the Department of Planning and Zoning after 3:30 p.m. We are working towards on-line submission of applications. Once available, on-line submissions can be made at any time.

We appreciate our clients' time, effort and energy towards community development.

Thank you for your cooperation and understanding.

Sincerely,



Jeffrey A. Harvey, AICP
Director of Planning and Zoning

JAH:mle:dk

