

APPLICATION CHECKLIST AND CASE PROGRESS LOG

Case ID No.: _____ Case Planner: _____

Related Case File Nos.: _____

Resolution Nos.: _____ Decision No.: _____

Date Filed: _____ Hearing Date: _____ Hearing Body: _____

Applicant:	Prop. Owner:
Address:	Address:
City:	City:
Phone:	Phone:

Representative:	Prop. Owner:
Address:	Address:
City:	City:
Phone:	Phone:

Site Address: _____ **APN:** _____

Location: _____ **General Plan:** _____

Section No(s): _____ **Zone:** _____

Description: _____ **Proposed Zone:** _____

✓	Date/ Info	✓	Date/ Info
_____	Application Receipt Date	_____	Cert. Legal Notices sent
_____	Resume Sheet from Planner	_____	Legal sent to Newspaper
_____	Fees sent to cashier	_____	Cert. SR w/ Letter/ Agenda sent
_____	Blue Sheet	_____	Staff Report Delivered
_____	Case Log (for all cases)	_____	Agenda w/ SR/COA upload
_____	Resolution Log (for PC cases)	_____	Meeting Distribution Complete
_____	Decision Log (for ZA cases)	_____	Transfer recording to PC
_____	Case File	_____	Follow up Letter
_____	Agenda	_____	Reso w/ Jurat sent to applicant
_____	Legal Newspaper Ad	_____	Reso w/ Jurat Book Copy signed
_____	Legal Mailing Notice (500' radius)	_____	Decision signed, sent to applicant
_____	Affidavit	_____	Decision Book copy
_____	NOE/NOD/NEG Forms/Letters/NOI	_____	Minutes – Email/ Upload
_____	Tentative List (for PC)	_____	Minutes Book copy
_____	Parcel List/ Radius Map	_____	Minute Excerpt/ Upload Minutes
_____	Plan Labels	_____	PDF Min/Res/Dec to Dep. City Clerk
_____	Applicant Mailing Labels	_____	PDF Ag/Spcl Mtg/Cancel/Min to Rec.
_____	Notice Cover Letter	_____	City Clerk Drop
_____	Staff Report Cover Letter	_____	CC Memo reviewed
_____	Review/Comment Distribution	_____	City Council Date 1st
_____	Notice Certified Tickets/Envelopes	_____	City Council Date 2 nd for Ordinance
_____	SR Certified Tickets/ Envelopes	_____	NOE/NOD/NEG to County w/ check

Notes: