

ATTACHMENT T

PROPOSED APPLICATION MATERIALS FOR DETERMINATIONS OF EXEMPTION

It is the responsibility of the application to submit with the application any and all evidentiary support reasonably available at the time of application sufficient to establish the basis for the claim of exemption. At a minimum the application shall include:

1. Applicant name, address and telephone number.
2. Agent name, address and telephone number.
3. Property owner name, address and telephone number.
4. A description of the development claimed to be exempt and its location, including Assessor's Parcel Number and street address.
5. Site plan, development plan, grading plan, and construction or architectural plans.
6. A listing of:
 - a. All governmental approvals previously obtained for this development and list the date of each final approval. Attach copies of all approvals.
 - b. Any government approvals which have not yet been obtained and the status of the application or anticipated date of approval.
7. A listing of any conditions to which the approvals are subject and the date on which the conditions were satisfied or are expected to be satisfied.
8. A description of the nature and extent of work in progress or completed, including:
 - a. The date work commenced on each portion (e.g., foundation, grading, structural work).
 - b. Governmental approval pursuant to which portion was commenced.
 - c. Portions completed and the date of completion.
 - d. Status of each portion as of [effective date of this Ordinance].
 - e. Status of each portion of development on date of claim.
 - f. Amounts of money expended on portion of work completed or in project. Itemize dates and amounts of expenditures; do not include expenses incurred in securing any necessary governmental approvals.
9. A description of those portions of the development remaining to be constructed.
10. A listing of:
 - a. The amount and nature of any liabilities incurred that are not covered above and dates incurred.
 - b. Any remaining liabilities to be incurred and dates when these are anticipated to be incurred.
11. The expected total cost of the development, including expenses incurred in securing any government approvals.
12. The proposed phasing plan for development if anticipated to be in a series of phases or segments.
13. The anticipated date of completion of the total development.

The Director shall review the application submittal and may determine that the submittal of additional information is required prior to the commencement of processing of the application.

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