Developer/Applicant submits Minor Site Plan Application

Zoning Division accepts application and fees, determines sufficiency (sends letter of sufficiency), Zoning Division enters data into CDPlus, creates project and application, creates folder for paper copies, and scans application and site plan into Data One – Zoning – Site Plan and Minor Site Plan Applications.

Zoning Division contacts by phone and email each reviewer to find out if they need to review project; an email is sent to each reviewer that will be reviewing the project indicating the project name and number and the link to the scanned application and site plan for their review. If re-submittal is necessary, Zoning Staff scans re-submitted plans/documents and sends to appropriate reviewers.

Comments from all reviewers entered into CDPlus; Zoning Division checks CDPlus daily for reviewer notes/sign-offs. Zoning Division takes site plan to reviewers for signatures and issues paperless zoning permit APPROVED.

If project is in Green Swamp Area of Critical State Concern the application and plans are sent to DCA by Zoning Division.

Completed folder with paper copies given to DPS for filing.

Environmental Health Department - Septic Tank & Well Division

Lake County Growth Management
Minor Site Plan Flow Chart

Contractor receives final inspection from Building Division

Building Plans not approved

Building Plans approved

Building Plans processed to Building Division

Zoning Division issues site plan to reviewers for signatures, issues paperless zoning permit

Contractor submits corrected plans or documents

Lake County Growth Management Department
6-2-2008
Microsoft visio-U drive – my documents – Growth Management – Zoning Division 95 – Minor Site Plan Flow Chart

LEGEND
CORSUS – COMPUTER SOFTWARE
DCA – DEPARTMENT OF COMMUNITY AFFAIRS
DPS – DEVELOPMENT PROCESSING SECTION
P & C D DIVISION – PLANNING & COMMUNITY DESIGN DIVISION
SCANNING – INCLUDES INDEXING AND COMMITTING
COUNTY DIVISIONS/DEPARTMENTS INSPECTIONS
COUNTY DIVISIONS/DEPARTMENTS REVIEWS
STATE DEPARTMENT INSPECTIONS
STATE DEPARTMENTS REVIEWS
DEVELOPER/APPLICANT RESPONSIBILITY

Certificate of Occupancy is issued for structure.