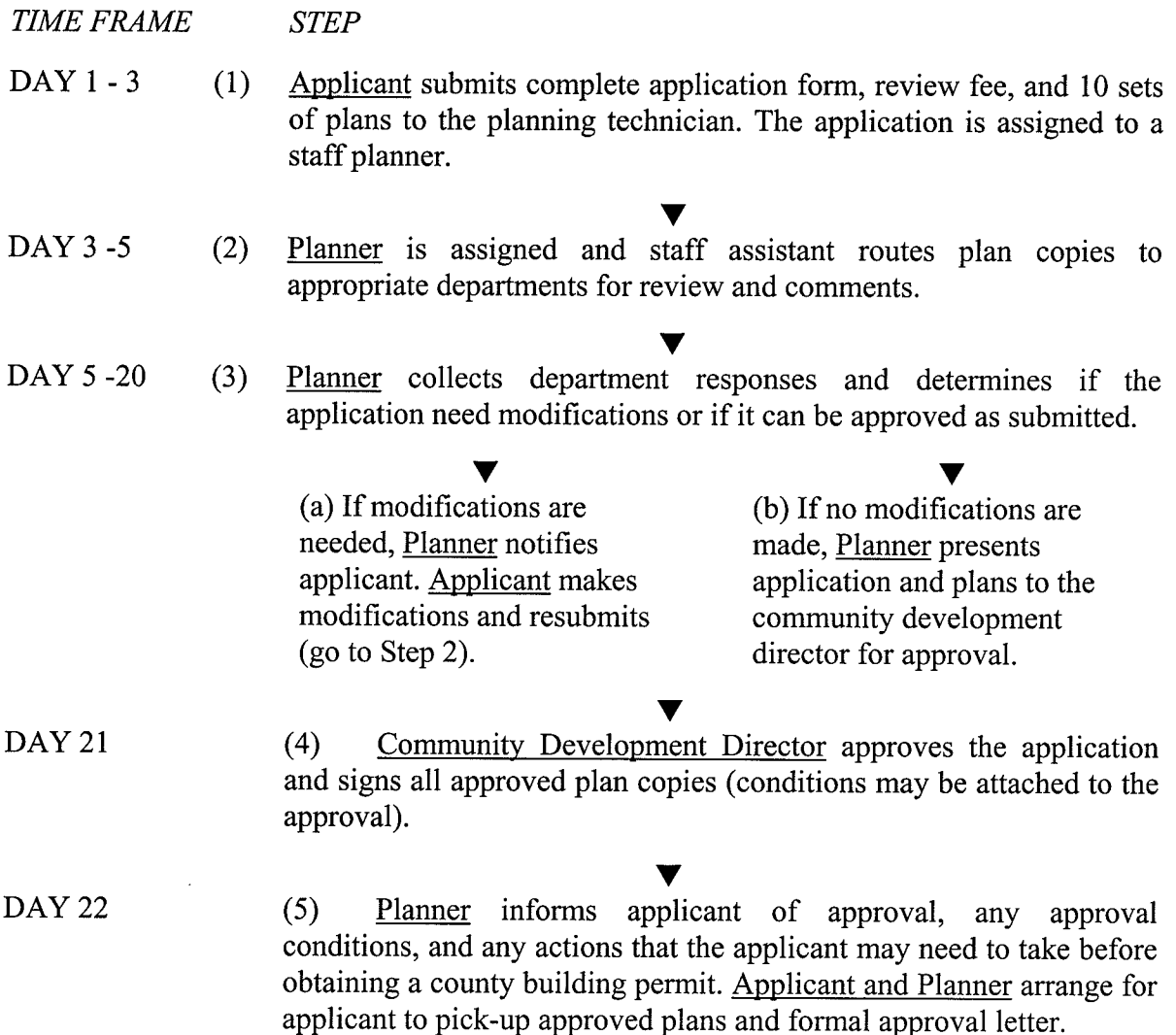


ADMINISTRATIVE APPROVAL FLOWCHART

1. **PURPOSE:** Administrative Approvals are required for minor modifications and improvements to development sites. Administrative approvals are generally the simplest (least involved) level of site plan approval.
2. **PROCESS:** The following flowchart illustrates the general steps in the review and approval of an application.



After the administrative approval has been granted, Applicant obtains any necessary permits (e.g. building permit), constructs the project, and obtains from the Building Division any necessary final inspection approval or certificate of occupancy (C.O.).

***TIME SAVER:** An applicant may save time by having any necessary building plans reviewed prior to application approval. For more information contact the Building Division at 226-1275.