

10.01.02 Determination of Completeness

A. All applications shall be complete. A determination of completeness is a determination that all required documents and plans have been submitted in sufficient number, and that all fees have been paid. A determination of completeness is not a determination of compliance with substantive standards and criteria.

B. For applications that the Board of Commissioners or the ZBA are responsible for in Table 10.01.03:

1. The County Manager shall determine, within five (5) days of receipt of an application, whether the application is complete.

2. If the County Manager determines that the application is not complete, the County Manager shall send notice to the applicant identifying the deficiencies. The applicant shall have five (5) days from the date of notice to correct the deficiencies. If the applicant fails to correct the deficiencies within the five (5) day period, the application shall be deemed withdrawn, and the fees, application, and materials submitted shall be returned.

3. If the County Manager determines that the application is complete, the application shall be processed for review and action in accordance with the procedural requirements set forth in this chapter.

C. For applications or items that the County Manager, TRC, the TRC Chair, or other staff are responsible for:

1. The County Manager shall determine internally whether an application or item is complete.

2. The County Manager shall allow review of an incomplete application or item if it has enough basic information to allow for the review.

3. Completeness shall be satisfied before the application or item is approved.

~~I. All applications shall be complete before acceptance for review and decision-making. A determination of completeness is a determination that all required documents and plans have been submitted in sufficient number, and that all fees have been paid. A determination of completeness is not a determination of compliance with substantive standards and criteria.~~

~~J. The County Manager shall determine, within five (5) days of receipt of an application, whether the application is complete.~~

~~K. If the County Manager determines that the application is not complete, the County Manager shall send notice to the applicant identifying the deficiencies. The applicant shall have five (5) days from the date of notice to correct the deficiencies. Until the applicant corrects the deficiencies, no further action shall be taken for processing the application. If the applicant fails to correct the deficiencies within the five (5) day period, the application~~