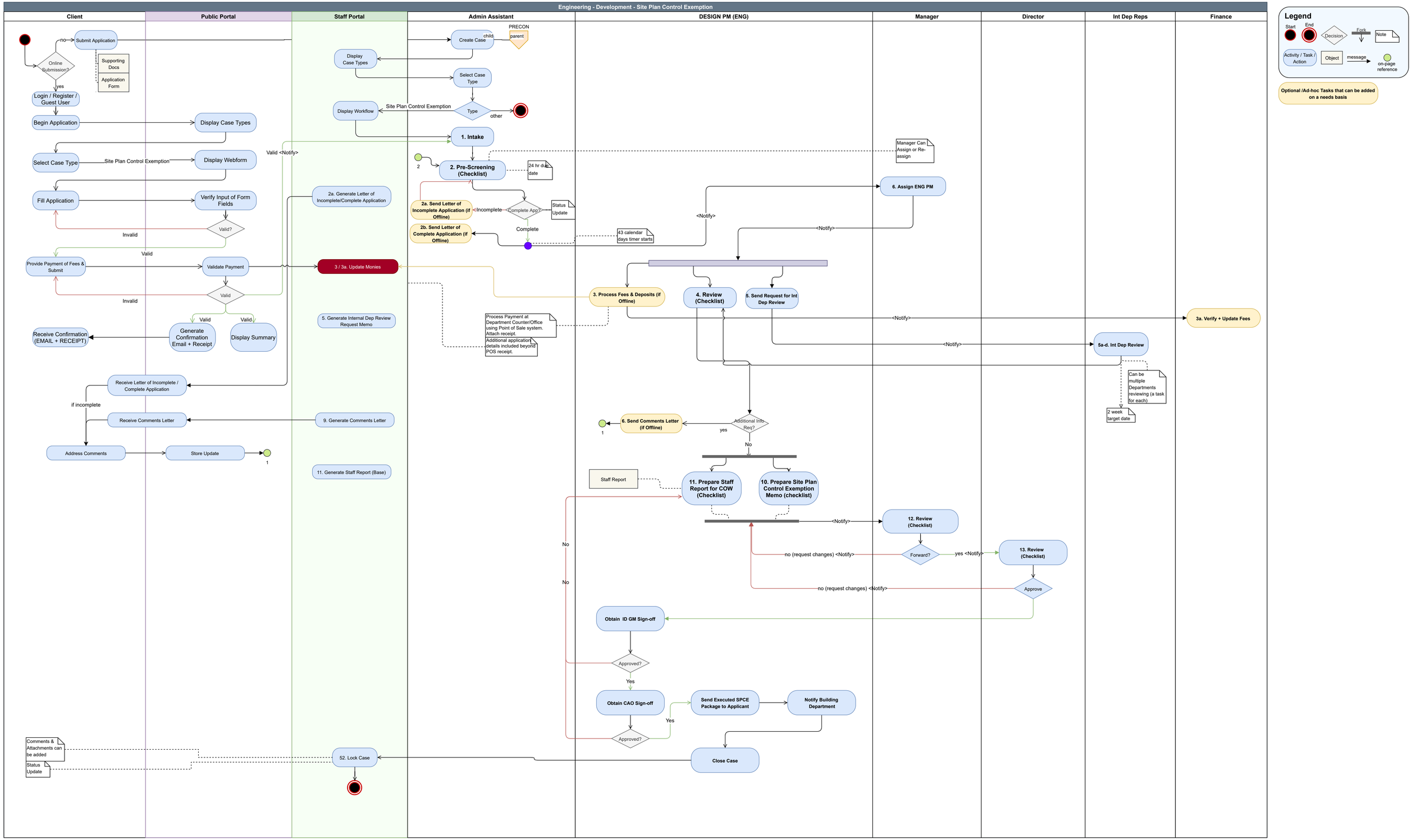

Engineering - Development - Site Plan Control Exemption
Client
Public Portal
Staff Portal
Admin Assistant
DESIGN PM (ENG)
Manager
Director
Int Dep Reps
Finance
Legend
Start
End
Decision
Fork
Note
Activity / Task / Action
Object
message
on-page reference
Optional /Ad-hoc Tasks that can be added on a needs basis
Submit Application
no
Online Submission?
yes
Supporting Docs
Application Form
Login / Register / Guest User
Begin Application
Display Case Types
Select Case Type
Site Plan Control Exemption
Display Webform
Fill Application
Verify Input of Form Fields
Valid?
Invalid
Valid
Provide Payment of Fees & Submit
Validate Payment
Valid
Invalid
Valid
Valid
Receive Confirmation (EMAIL + RECEIPT)
Generate Confirmation Email + Receipt
Display Summary
Receive Letter of Incomplete / Complete Application
if incomplete
Receive Comments Letter
Address Comments
Store Update
1
Valid <Notify>
2a. Generate Letter of Incomplete/Complete Application
3 / 3a. Update Monies
5. Generate Internal Dep Review Request Memo
9. Generate Comments Letter
11. Generate Staff Report (Base)
Comments & Attachments can be added
Status Update
52. Lock Case
Display Case Types
Display Workflow
Create Case
child
PRECON
parent
Select Case Type
Site Plan Control Exemption
Type
other
1. Intake
2
2. Pre-Screening (Checklist)
24 hr due date
2a. Send Letter of Incomplete Application (if Offline)
Incomplete
Complete App?
Status Update
Complete
2b. Send Letter of Complete Application (if Offline)
43 calendar days timer starts
Process Payment at Department Counter/Office using Point of Sale system. Attach receipt.
Additional application details included beyond POS receipt.
Manager Can Assign or Re-assign
6. Assign ENG PM
<Notify>
<Notify>
3. Process Fees & Deposits (if Offline)
4. Review (Checklist)
5. Send Request for Int Dep Review
<Notify>
3a. Verify + Update Fees
<Notify>
5a-d. Int Dep Review
Can be multiple Departments reviewing (a task for each)
2 week target date
6. Send Comments Letter (if Offline)
1
yes
Additional Info Req?
No
Staff Report
11. Prepare Staff Report for COW (Checklist)
10. Prepare Site Plan Control Exemption Memo (checklist)
<Notify>
12. Review (Checklist)
no (request changes) <Notify>
Forward?
yes <Notify>
13. Review (Checklist)
no (request changes) <Notify>
Approve
No
No
Obtain ID GM Sign-off
Approved?
Yes
Obtain CAO Sign-off
Send Executed SPCE Package to Applicant
Notify Building Department
Yes
Approved?
Close Case