



APPLICATION DEFICIENCY NOTICE

DATE: December 11, 2023

APPLICATION REFERENCE: Trent, Angela, SPL-23-008 - 518 PINE Ave

Dear Applicant:

The items you submitted for the above-referenced permit have been reviewed by the City representatives responsible for approving different aspects of your application. Attached to this notice is a list of comments in response to the materials submitted.

Each of the items on the attached list require responses and revised materials be created and re-submitted before any further action can be taken on this permit. A hold is placed on this application and the time it takes you to respond to this list of items is excluded in calculating permit processing timeframes. Once corrected and/or new materials are submitted, your permit processing timeframe will begin again.

A complete response to each of the items on the attached list is required to be submitted **at the same time**. As applicable, a complete response is required to include:

1. A written document addressing all of your responses (one paper copy).
2. New and/or updated technical reports (one paper copy).
3. New and/or corrected plans. Please note that revisions to previously submitted plans are required to be identified by clouding, must be noted in a revision list on the plan sheet(s), and are required to be incorporated into a full set of revised plans (one paper copy).
4. A transmittal that itemizes everything being resubmitted (one paper copy).
5. A copy of the entire resubmittal must be provided electronically (either on a thumb drive or uploaded via the permit portal).

Your response must be received by our Department within 180 days of the date noted on this letter to avoid this application being withdrawn from consideration. Withdrawn application must be resubmitted as new applications requiring repayment of all applicable fees and processing requirements.

Thank you for your anticipated cooperation in submitting the items requested by staff. We look forward to working with you as this application continues to be processed.

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PLANNING DIVISION COMMENTS - contact Michael Daniels (mdaniels@greencovesprings.com)

1. 1. Provide building layout to determine compliance with 117-796(a)(1)
2. Provide a note on the plan that this use shall be limited to the proposed applicant or owner to whom the special exception is granted and shall be subject to the requirements of this subsection. Any changes in ownership or to the use of the property will require a new special exception application.
3. Provide a note of compliance with Sec. 117-796(b) and provide Responsible contact information on the Site Plan.
4. Provide a minimum 10 landscape buffer adjacent to residential property to the north and east. Including small trees an average 1 per 25 on center and a continuous hedge row.
5. Provide large trees in landscape islands in parking areas.
6. Perimeter planting calculation shall be based on all four sides which result in 12 large trees being planted around perimeter of property, where power lines encroach on perimeter plantings, small trees can be substituted at two for one.
7. drainage retention must be fenced.