Common Permitting Issues
Seen by Counties

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Common permitting issues...

- Incomplete applications—no consultation with the agency
- Information provided too general, not specific enough
- Inadequate evaluation of project with respect to standards or criteria for a particular permit, e.g. land use permits
- Not enough information to clearly identify a project site
- Applications need to be understandable to lay decision-makers (for discretionary permits)
Common permitting issues (contd)...

- Lack of understanding of other permit requirements from other agencies
- For shoreline properties, confusion over state certified shoreline survey and setback requirements
- Plans not to scale (either reduced or enlarged) – planner’s pet peeve
...and some tips on how to avoid them

- Encourage pre-consultation meeting—before submitting application—with the department to discuss project
- Use application checklists to ensure applications are complete
- Then consult again with department to go over the preliminary application to make sure it is complete and acceptable
...more tips on how to avoid common problems

- Contact the department for any clarifications regarding development standards/requirements within the Comprehensive Zoning Ordinance (CZO)
- Don’t forget to include shoreline survey lines on site plans, if applicable
- AND...put a scale on your maps and figures and make a planner happy! (bar scales work fine)