



ISLAND COUNTY PLANNING & COMMUNITY DEVELOPMENT

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-MEMORANDUM-

TO: All Applicants, Consultants and/or Agents
FROM: Hiller West, Planning Manager
DATE: August 26, 2015
SUBJECT: Electronic submittals

In May of this year Planning and Community Development notified the public, contractors and other professionals that soon all paper submittals for land use permits must be accompanied with an electronic copy of the submittal package. The implementation date for this requirement will be October 1, 2015. The electronic copy of materials to be submitted need to be in PDF format on CD, with a limitation for individual documents of 10MB. This requirement does not apply to building permits.

With a complete submittal package in an electronic format, it will allow us to expedite routing applications to various internal departments, as well as outside agencies, in a more timely fashion. This is one way we foresee to speed processing of land use permit reviews.

This change will also allow the public to have easier access to application materials for review. By making all application materials available (read-only basis) on the County's website, we will spend less time responding to public records requests, freeing more time to work on permit submittals.

Your comments and questions are appreciated. Please direct your questions regarding this submittal requirement to Hiller West at 678-7814.

Thank you for your cooperation and support.