

PIMA COUNTY REGIONAL FLOOD CONTROL DISTRICT ADMINISTRATIVE PROCEDURE

POLICY NO.: Administrative Procedure, ADM-218 EFFECTIVE DATE: December 12, 2008

POLICY: A procedure for Administrative Staff to process submittals received from the Development Services Department or Floodplain Management Division.

PURPOSE: An internal procedure for providing standards to ensure that submittals are uniformly processed utilizing the Development Review Access database and 'PERMITS' Plus program for the purpose of tracking the submittal status, as well as storing and distributing review results.

PROCEDURE:

In Processing – Development Reviews

Development Plans or Plats

1. The RFCD Development Review Section receives the Development Review package from the Development Services Department, Subdivision Coordinator (picked up and hand-delivered to the Admin Staff by the Staff Support person).
2. Admin Staff will date and time stamp the transmittal sheet.
3. Admin Staff opens the Development Review Access database (Figure 1, page 5) at *I:\Data\PD-Division\Development Review Section\Development Review Access Database* and enters the project information: Project Number, Project Name, Project Type and Review Number, Tax Code, Reviewer (or if not assigned, the word Any), Date Received, Due Date and Status (always Active before a review). Add comments to respective area if appropriate.
4. Admin Staff will place the package in the staging area (the plastic bin on the metal cart kept in the Admin Staff office) for the Reviewer or for assignment to a Reviewer by the Section Manager.

Quality Assurance (QA) Electronic Email

1. Admin staff receives the QA email from the Development Services Department Subdivision Coordinator.
2. Admin Staff opens the Development Review Access database (Figure 1, page 5) at *I:\Data\PD-Division\Development Review Section\Development Review Access Database* and enters the QA project information: Project Number, Project Name, Project Type and Review Number, Tax Code, Reviewer (or if not assigned to a Reviewer, enter the word Any), Date Received, Date In Review, Due Date (included in the Development Services Department email) and Status (always Active before a review). Add comments to respective area if appropriate.
3. Admin staff will enter the date on the QA email received, as the date In Review on the Development Review Access database (Figure 1, page 5) and change the Status in 'PERMITS' Plus from Active to In Review (Figures 2 through 13, page 5).
4. Admin Staff will forward the email to the Section Manager and the Reviewer, (usually the person who completed the previous review for that project).

Improvement Plans

1. Admin Staff receives the Development Review package from Development Services Department, Floodplain Management Division or directly from the Applicant.
2. Admin Staff will date and time stamp the transmittal sheet.
3. A green Floodplain Use Permit (FPUP) Application accompanies plans from Floodplain Management Division with an FPUP number.
4. Admin Staff opens the Development Review Access database (Figure 1, page 5) at *I:\Data\PD-Division\Development Review Section\Development Review Access Database* and enters the project information: Project Number, Project Name, Project Type and Review Number, Tax Code, Reviewer (or if not assigned to a Reviewer, enter the word Any), Date Received, Due Date (10 business days from date of receipt) and Status (always Active before a review). Add comments to respective area if appropriate. Use the Floodplain Use Permit Number for the Project Number, if appropriate. If no Project Number or Permit Number is provided, use an alphabetical system.
4. Admin Staff will place the package in the staging area (the plastic bin on the metal cart kept in the Admin Staff office) for the Reviewer or for the assignment to a Reviewer by the Section Manager.

Out Processing – Development Reviews

Development Plans or Plats

1. The Reviewer will take a project from the staging area and enter the date In Review on the Active Reviews chart (kept in front of the plastic bin on the metal cart in the Admin Staff office). Admin Staff will update the Active Reviews chart on a daily basis and enter the date In Review on the Development Review Access database (Figure 1, page 5) and change the Status in 'PERMITS' Plus from Active to In Review (Figures 2 through 13, page 5).
2. The Reviewer emails the completed comment memorandum to the Admin Staff, along with a record of the review time spent on the project in hours and/or minutes. The project is named as follows: Project Number _Project Name_(TypeReviewNumber)_Monthday-year. For example: P1208-075_ Moreno Brothers Plastering_(DP1)_Oct08-08.
3. If the comment memorandum contains "*Improvement Plans Requested*" in RED in the Subject line under project name and number:
 - a. Admin Staff enters this request on the Development Review Access spreadsheet at *I:\Data\PD-Division\Development Review Section\Development Review Access Database* in the Comments column.
 - b. Admin Staff sends separate email to the Development Services Admin Support staff stating: "*RFCD requests a copy of the IP for this project*".
5. Admin Staff will proofread the memorandum, edit if appropriate and add the Reviewer's signature.
6. Admin Staff will process the completed review comment memorandum as follows:
 - a. Save in Word format at *I:\Data\PD-Division\Development Review Section\Edited Project Review Comments\Development Reviews\P12XX*.
 - b. Update the project status in the Workflow Status box (Figure 14, page 9) and select either Approved or Denied.
 - c. Copy the text in Word format and paste the comment memorandum in the Comments section in Workflow (Figure 15, page 9), prefaced with the words REGIONAL FLOOD CONTROL DISTRICT.

- d. Enter the Reviewer's work hours and/or minutes in the Record Hours section (Figure 15, page 9). Note minutes are entered in 15 minute increments.
 - e. Save in PDF format at *I:\Data\PD-Division\Development Review Section\Project Review-PDFs\P12XX*.
 - f. Save in PDF format at *C:\Dev Reviews*. The comment memorandum must be saved with the established Development Services Department protocols for 'PERMITS' Plus file names as follows: Project Type-Review Number REVIEW DIVISION Month-Day-Year. For example: DP-1 REVIEW RFCD 3-07-08 (Figure 23, page 11). The purpose of saving the comment memorandum to the C:\drive is to enable the signed PDF document to be uploaded in 'PERMITS' Plus to OfficeDoc.
 - g. Upload the comment memorandum from the C:\ drive to OfficeDoc (Figures 18 through 26, page 10).
6. Admin Staff will email the PDF version of the comment memorandum from the I:\ drive to:
 - a. The person(s) indicated in the cc: list at the bottom of the email.
 - b. Fax or mail copies, if the email address has not been provided. Please note if the email address is not provided, the fax number or address can be found on the Development Services Department application in the project file.
 7. Admin Staff will update the Development Review Access database (Figure 1, page 5) at *I:\Data\PD-Division\Development Review Section\Development Review Access Database* and select either Approved or Denied in the Status column.

Quality Assurance (QA) Electronic Email

1. The Reviewer emails the completed QA comment memorandum to the Admin Staff, along with a record of the review time spent on the project in hours and/or minutes. The project is named as follows: Project Number_Project Name_(TypeReviewNumber)_Monthday-year. For example: P1208-075_Moreno Brothers Plastering_(QA DP1)_Oct08-08.
2. Admin Staff will proofread the QA comment memorandum, edit if appropriate and add the Reviewer's signature.
3. Admin Staff will process the completed QA comment memorandum as follows:
 - a. Save in Word format at *I:\Data\PD-Division\Development Review Section\Edited Project Review Comments\Development Reviews\P12XX*.
 - b. Update the project status in the Workflow Status box (Figure 14, page 9) and select either Approved or Denied.
 - c. Copy the text in Word format and paste the QA comment memorandum in the Comments section in Workflow (Figure 15, page 9), prefaced with the words REGIONAL FLOOD CONTROL DISTRICT.
 - d. Enter the Reviewer's work hours and/or minutes in the Record Hours section (Figure 14, page 9). Note minutes are entered in 15 minute increments.
 - e. Save in PDF format at *I:\Data\PD-Division\Development Review Section\Project Review-PDFs\P12XX*.
 - f. Save in PDF format at *C:\Dev Reviews*. The QA comment memorandum must be saved with the established Development Services protocols for 'PERMITS' Plus file names: QA Type-Review Number ROUTING DIVISION Month-Day-Year. For example: QA DP-1 ROUTING RFCD 3-07-08 (Figure 23, page 11).
 - g. Upload the comment memorandum from the C:\ drive to OfficeDoc (Figures 18 through 26, page 10).
4. Admin Staff will email the PDF version of the QA comment memorandum from the I:\ drive to:
 - a. The person(s) indicated in the cc: list at the bottom of the email.

- b. Fax or mail copies, if the email address has not been provided. Please note if the email address is not provided, the fax number or address can be found on the Development Services Department application in the project file.
5. Admin Staff will update the Development Review Access database (Figure 1, page 5) at *I:\Data\PD-Division\Development Review Section\Development Review Access Database* and select either Approved or Denied in the Status column.

Improvement Plans

1. The Reviewer may prepare a comment letter or may mark up the plan set and return it to the applicant without a letter. If the Reviewer prepares a comment letter:
 - a. The Reviewer emails the completed comment letter to the Admin Staff. The project is named according to established protocols as follows: Project Number_Project Name_(TypeReviewNumber)_Monthday-year. For example: P1208-075_Moreno Brothers Plastering_(IP1)_Oct08-08.
 - b. Admin Staff will proofread the letter, edit if appropriate and add the Reviewer's signature.
 - c. Admin Staff saves the completed review comment letter in:
 - i. Word format at *I:\Data\PD-Division\Development Review Section\Edited Project Review Comments\Development Reviews\P12XX (or FPUP No. or Miscellaneous Project Files)*.
 - ii. PDF format at *I:\Data\PD-Division\Development Review Section\Project Review-PDFs\P12XX (or FPUP No. or Miscellaneous Project Files)*.
 - d. Admin Staff will email the PDF version of the comment letter from the *I:* drive to:
 - i. The person(s) indicated in the cc: list at the bottom of the email.
 - ii. Fax or mail copies, if the email address has not been provided. Please note if the email address is not provided, the fax number or address can be found on the Development Services Department application in the project file.
 - e. Admin Staff will update the Development Review Access database (Figure 1, page 5) at *I:\Data\PD- Division\Development Review Section\Development Review Access Database* and select either Approved or Denied in the Status column.
2. If the Reviewer marks up the plan set and does not prepare a comment letter, the Reviewer will notify Admin Staff of the project status, and Admin Staff will update the Development Review Access database (Figure 1, page 5) at *I:\Data\PD-Division\Development Review Section\Development Review Access Database* and select either Approved or Denied in the Status column.

Processing for Drainage Reports-CDs

1. Admin Staff receives the CD from Engineer of Record.
2. Admin Staff logs in the CD on the Development Review Access database (Figure 1, page 5) at *I:\Data\PD-Division\Development Review Section\Development Review Access Database*. Enter the Project information: Project Number, Project Name, Project Type and Review Number, Reviewer, Date Received, Due Date (5 business days from date of receipt) and Status (always Active before a review). Note, this due date should be on or before the QA Routing due date (check Development Review Access database for verification). Add comments to respective area if appropriate.
3. Admin Staff will hand deliver the CD to the Support Staff for review.
4. Support Staff will check the CD for content to verify it is the same as the approved Drainage Report.

5. Support Staff will save the drainage report to *I:\Data\PD-Division\Development Review Section\Development Review Drainage Reports and Project Files\P12XX-PROJECTS* and update the Excel spreadsheet at *I:\Data\PD-Division\Development Review Section\PDD Drainage Report CD Tracking Sheet*.
6. Support Staff will email the Admin Staff whether the CD has been Approved or Denied.
7. Admin Staff will forward a copy of the email to the assigned Reviewer.
8. Admin Staff will update the Development Review Access database (Figure 1, page 5) at *I:\Data\PD-Division\Development Review Section\Development Review Access Database* and select either Approved or Denied in the Status column.

Development Review Access Database

Project Number	Project Name	Project Type	Taxcode	Reviewer	Riparian	Date Rec'd	Date in Review	Due Date	Completed	Date Completed	Status	Comment
P1208-071	Eastside Assembly of God	1DP	136-11-021F	Jim	<input checked="" type="checkbox"/>	9/4/2008	9/18/2008	10/2/2008	<input checked="" type="checkbox"/>	10/3/2008	Denied	
P1208-072	NWC River Road & La Ch...	1DP	101-13-2800	Patricia	<input checked="" type="checkbox"/>	9/4/2008	9/30/2008	10/4/2008	<input checked="" type="checkbox"/>	10/2/2008	Approve	
P1208-073	Jaynes Station Ranch	1TP	101-10-014E	Felipe	<input type="checkbox"/>	9/9/2008	9/16/2008	10/3/2008	<input checked="" type="checkbox"/>	10/3/2008	Denied	
P1208-074	La Posada Apartments Es	1DP	304-22-2410	Felipe	<input checked="" type="checkbox"/>	9/17/2008	10/17/2008	10/17/2008	<input checked="" type="checkbox"/>	10/17/2008	Denied	
P1208-074	La Posada Apartments Es	2DP	304-22-2410	Felipe	<input type="checkbox"/>	11/13/2008	12/2/2008	12/11/2008	<input checked="" type="checkbox"/>	12/15/2008	Approve	
P1208-075	Moreno Brothers Plasterin	1DP	140-40-0450	Felipe	<input checked="" type="checkbox"/>	9/15/2008	9/29/2008	10/10/2008	<input checked="" type="checkbox"/>	10/9/2008	Denied	
P1208-084	27 Wash	1TP	222-21-0100	Jim	<input checked="" type="checkbox"/>	9/19/2008	10/20/2008	10/30/2008	<input checked="" type="checkbox"/>	10/30/2008	Denied	
P1208-087	Sammy's Mexican Grill	1DP	222-16-1070	Felipe	<input type="checkbox"/>	10/3/2008	10/23/2008	11/3/2008	<input checked="" type="checkbox"/>	10/30/2008	Denied	
P1208-088	Hacienda Del Sol Guest R	1DP	108-13-3050	Felipe	<input type="checkbox"/>	10/3/2008	11/3/2008	11/15/2008	<input checked="" type="checkbox"/>	11/12/2008	Denied	
P1208-088	Hacienda del Sol Guest R	WavRq	108-13-3050	Felipe	<input type="checkbox"/>	12/5/2008	12/24/2008	12/26/2008	<input type="checkbox"/>		Active	Detention/F
P1208-088	Hacienda del Sol Guest R	2DP	108-13-3050	Felipe	<input type="checkbox"/>	12/17/2008		1/16/2009	<input checked="" type="checkbox"/>		Active	
P1208-089	Saguero Ridge	1TP	219-26-0090	Patricia	<input type="checkbox"/>	10/3/2008	11/4/2008	11/7/2008	<input checked="" type="checkbox"/>	11/18/2008	Denied	
P1208-089	Saguero Ridge Estates	WavRq	000-00-0000	Patricia	<input type="checkbox"/>	12/16/2008		12/31/2008	<input type="checkbox"/>		Active	
P1208-090	Ara Valley Hardware	2DP	208-28-1870	Patricia	<input type="checkbox"/>	10/7/2008		11/4/2008	<input checked="" type="checkbox"/>	11/10/2008	Denied	
P1208-091	Cambella	1TP	108-23-0890	Felipe	<input type="checkbox"/>	10/9/2008	10/23/2008	11/5/2008	<input checked="" type="checkbox"/>	11/17/2008	Denied	IP request
P1208-095	Sunset Mesa	1TP	225-21-006B	Jim	<input type="checkbox"/>	10/29/2008	11/18/2008	11/28/2008	<input checked="" type="checkbox"/>	12/2/2008	Denied	
P1208-096	Swan & Skyline Plaza	1FP	109-03-7780	Jim	<input type="checkbox"/>	10/30/2008	12/2/2008	12/2/2008	<input checked="" type="checkbox"/>	12/8/2008	Denied	
P1208-097	TEP Canoa Ranch Substa	1DP	304-69-0460	Felipe	<input checked="" type="checkbox"/>	11/6/2008	11/25/2008	12/5/2008	<input checked="" type="checkbox"/>	12/5/2008	Denied	
P1208-098	Hidden Canyon Estates	1TP	114-18-001K	Patricia	<input checked="" type="checkbox"/>	12/11/2008		1/7/2009	<input type="checkbox"/>		Active	
P1208-099	Green Valley Memory Car	1DP	304-18-9250	Jim	<input checked="" type="checkbox"/>	11/24/2008	12/18/2008	12/22/2008	<input checked="" type="checkbox"/>	1/5/2009	Denied	
P1208-100	Cat Mountain Plaza	1FP	000-00-0000	Felipe	<input type="checkbox"/>	11/24/2008	12/16/2008	12/22/2008	<input checked="" type="checkbox"/>	12/30/2008	Denied	
P1208-101	Academy Village Rev #2	1DP	205-74-3170	Jim	<input checked="" type="checkbox"/>	12/8/2008		1/7/2009	<input type="checkbox"/>		Active	
P1208-102	Lazy C Ranch	1TP	214-47-0500	Ann	<input checked="" type="checkbox"/>	12/11/2008	12/17/2008	12/19/2008	<input checked="" type="checkbox"/>	12/19/2008	Approve	
P1208-601	Shamrock Center	SDP	104016990	Patricia	<input type="checkbox"/>	10/31/2008		11/14/2008	<input checked="" type="checkbox"/>	11/13/2008	Denied	
P1208-601	Shamrock Center	2SDP	104016990	Patricia	<input type="checkbox"/>	12/3/2008		12/3/2008	<input checked="" type="checkbox"/>	12/3/2008	Denied	
P1208-601	Shamrock Center	3SDP	104016990	Patricia	<input type="checkbox"/>	12/4/2008		12/4/2008	<input checked="" type="checkbox"/>	12/4/2008	Approve	
P1208-601	Shamrock Center	DRCD	104016990	Justin	<input checked="" type="checkbox"/>	12/5/2008		12/19/2008	<input checked="" type="checkbox"/>	12/5/2008	Approve	
P1208-604	Rawhide Feed Store	SDP	000-00-0000	Patricia	<input type="checkbox"/>	12/1/2008	12/2/2008		<input checked="" type="checkbox"/>	12/9/2008	Denied	
P1298-096	Mountain View Ranch Phs	Imp	305-04-012A	Suzie	<input checked="" type="checkbox"/>			9/13/2007	<input checked="" type="checkbox"/>	8/29/2007	Denied	
P1298-096	Mountain View Ranch Phs	DRAAdd	305-04-012A	Sheina	<input type="checkbox"/>			10/5/2007	<input checked="" type="checkbox"/>	9/19/2007	Cancel	To be resu

Figure 1 – Development Review Access Database

Steps to Open 'PERMITS' Plus Program:

1. Logon to 'PERMITS' Plus as follows:
From the Main Menu Desktop Screen, select the 'PERMITS' Plus shortcut icon and double click to open the program.
2. 'PERMITS' Plus Login Screen:
 - a. Type in the User ID and click OK.
 - b. Type in the Password and click OK.

Figure 2 – 'PERMITS' Plus Login Screen

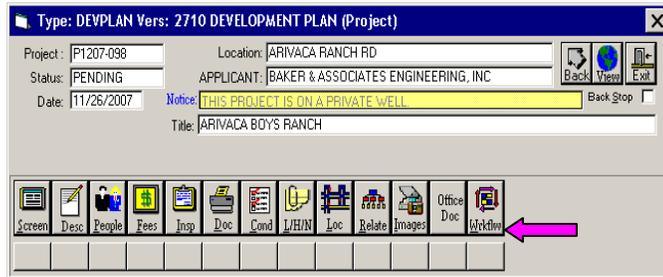


Figure 5 – Click on the Wkflw icon.

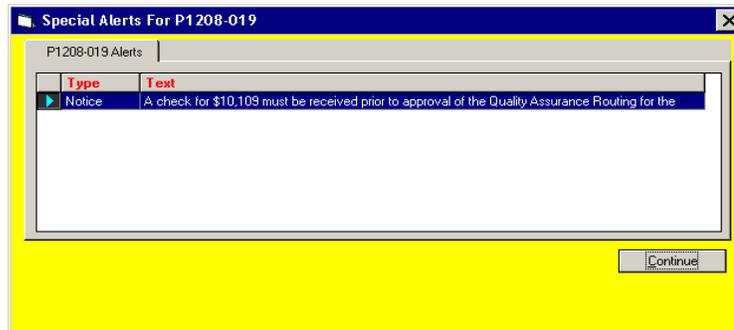


Figure 6 – Note: Occasionally a Special Alerts screen will appear before the Wkflw screen. If this happens click on the “Continue” button. The Alerts Screen disappears and the Workflow Screen appears.

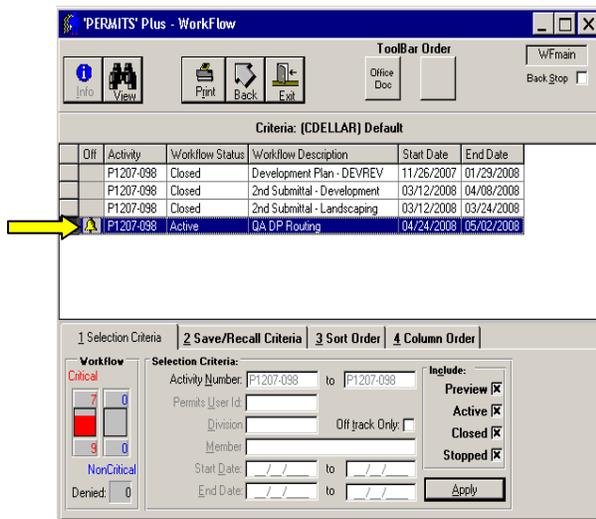


Figure 7 – Double-click on the appropriate Active project number to be updated.

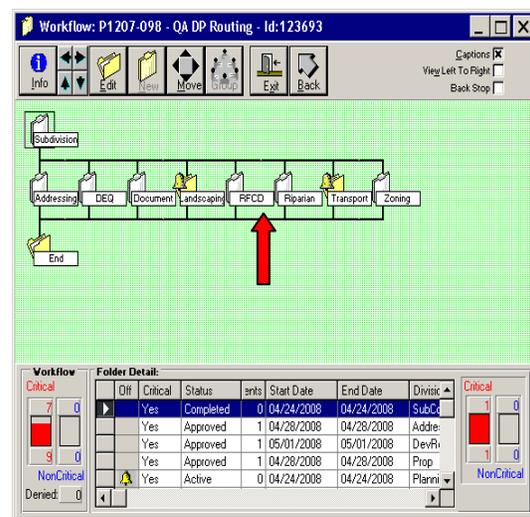


Figure 8 – Double-click on the RFCD folder.

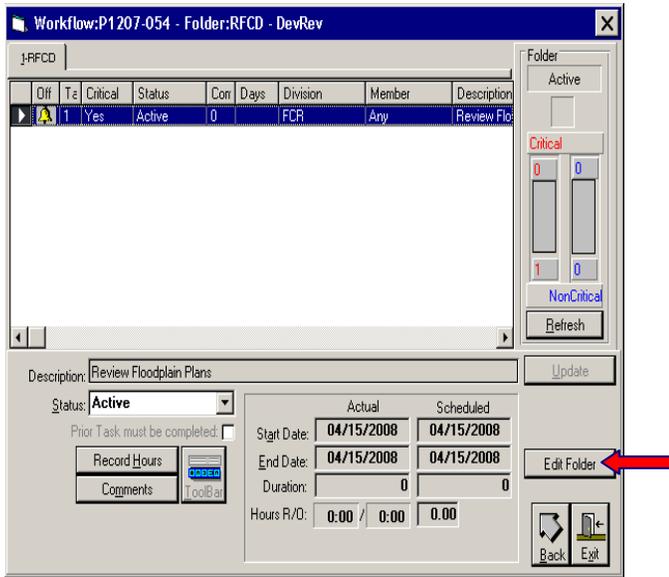


Figure 9 – Click on the Edit Folder button.

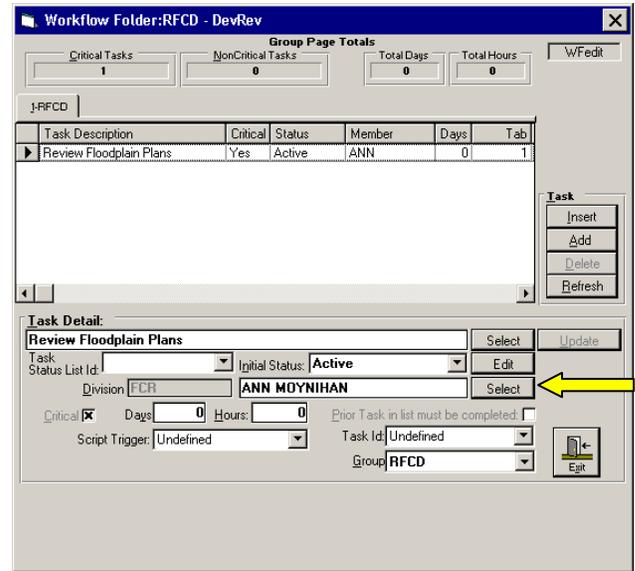


Figure 10 – Click on the 2nd Select button.

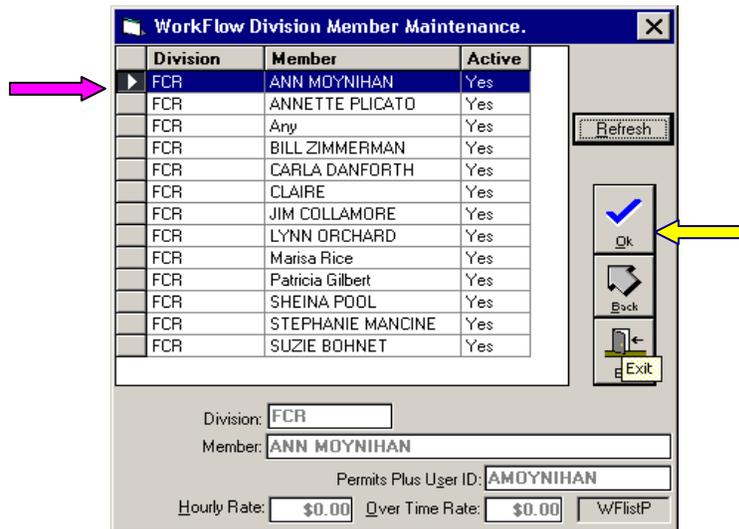


Figure 11 – Select the Reviewer's name from the list, click on the Ok checkmark.

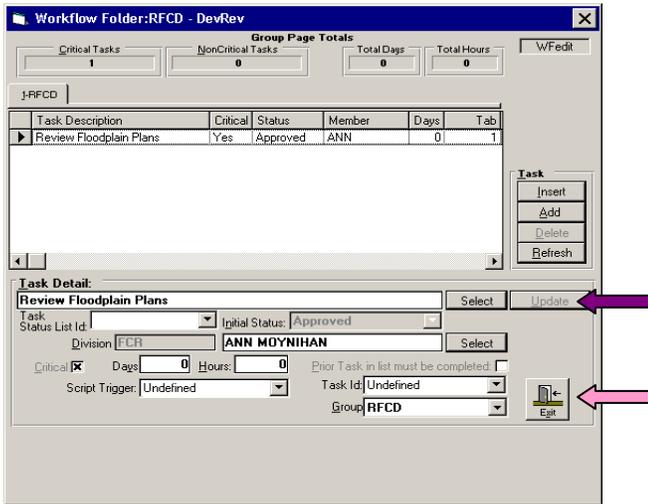


Figure 12 – Click the Update button (validating the Reviewer’s name) then click the Exit button.

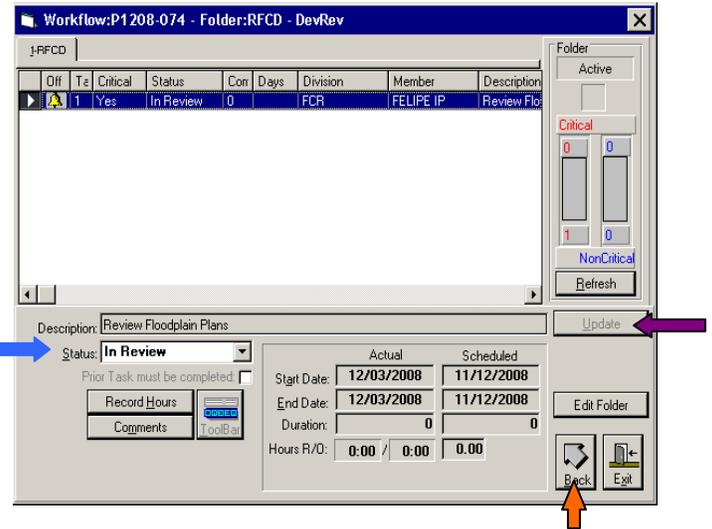


Figure 13 – Click on the Status box drop down arrow and select In Review. Click Update. Close out of ‘PERMITS’ Plus by clicking on the Back icon.

Note: Re-open ‘PERMITS’ Plus when Reviewer emails you the completed comment memorandum (see Figure 2, page 5) proceed to Figure 14 for Out Processing – Development Reviews.

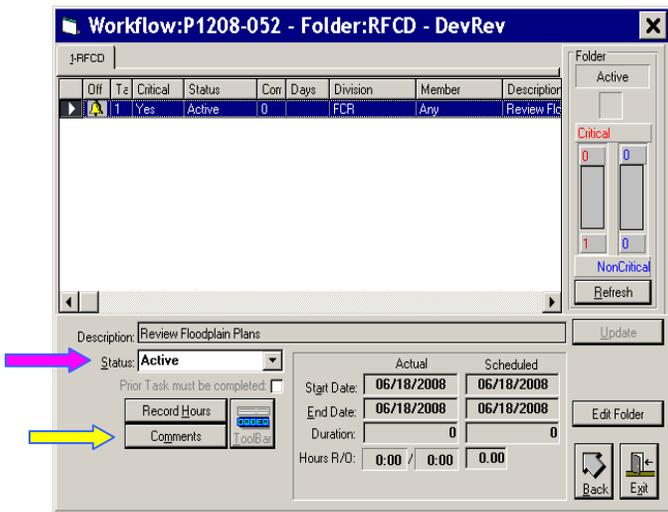


Figure 14 – Click on the Status box drop down arrow and select either Approved or Denied. Click on the Comments button.

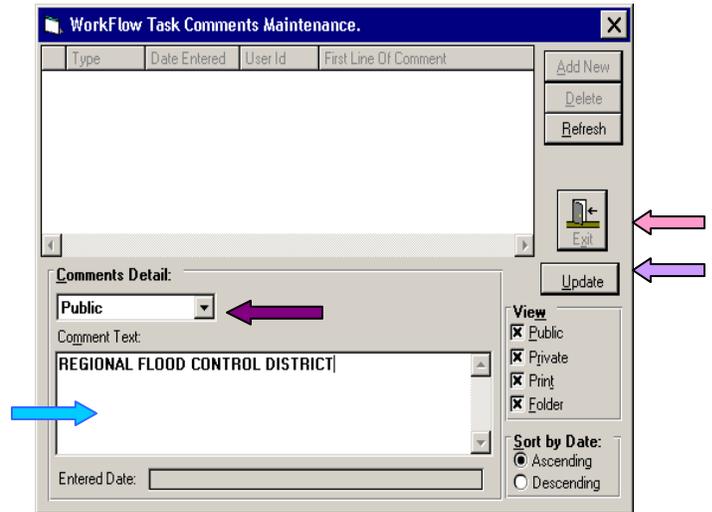


Figure 15 – Click on the drop down arrow under Comments Detail heading; and select the word Public. Paste copy of Development Review Memorandum in the Comment Text box; click Update button and click on the Exit icon.



A query box will open – click ‘Yes’.

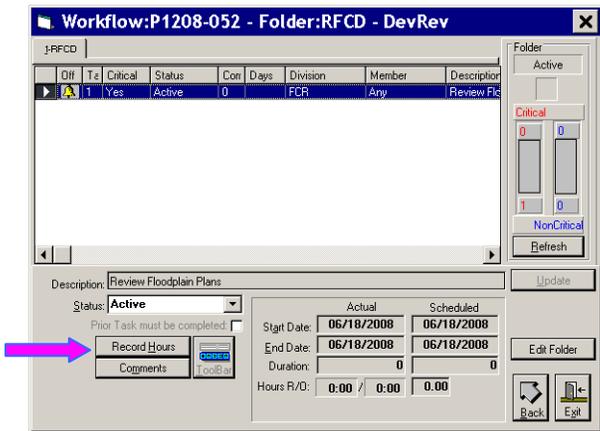


Figure 16 – Click on the Record Hours button.

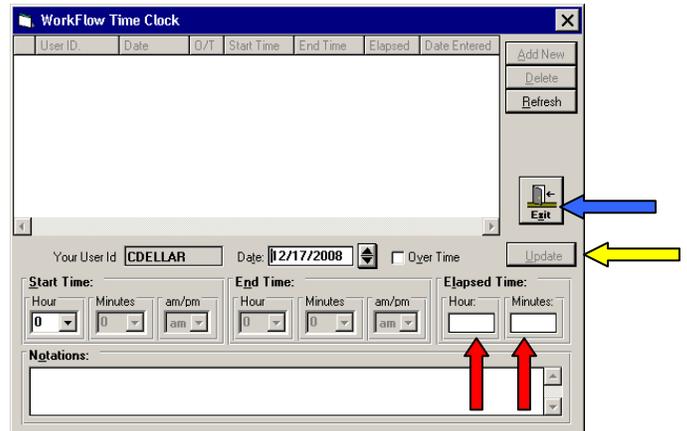


Figure 17 – Enter hours and/or minutes; click on the Update button, and click the Exit button.

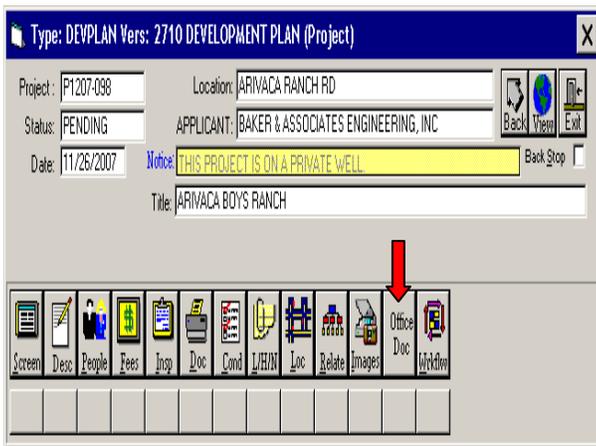


Figure 18 – Exit back to Figure 5 screen, page 7 and click on Office Doc button to process document in the C:\ drive.

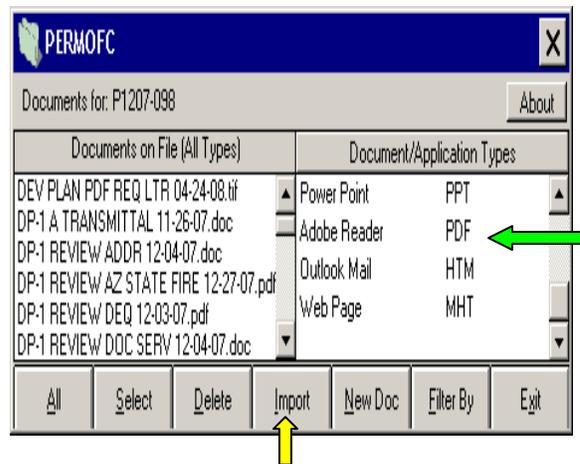


Figure 19 – Under the Document/Application Types heading click on Adobe Reader PDF, and then click on the Import button.

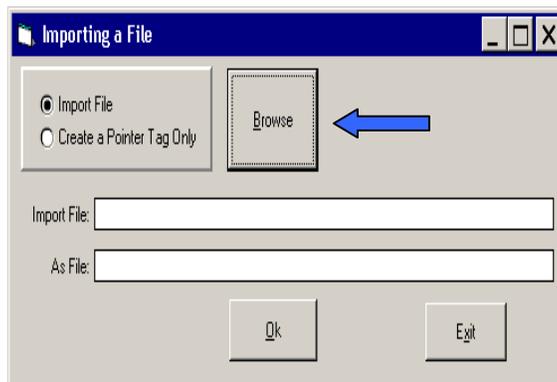


Figure 20 – Click on the Browse button.

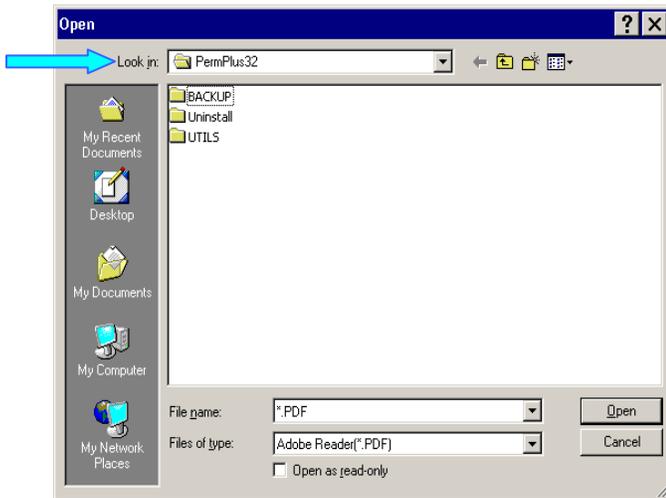


Figure 21 – Go to Look in: PermPlus32 screen and click on the drop down arrow.



Figure 22 – Select C:\ drive, and then click on the Dev Reviews folder (see Informational Note).

Informational Note for Figure 22: The PDD Admin Staff computer is set up in a Dev Reviews folder on the C:\ drive, as shown in Figure 22. When using a different computer you will not have access to this folder, therefore a new folder must be made on the C:\ drive in order to import the comment memorandum to Office Doc.

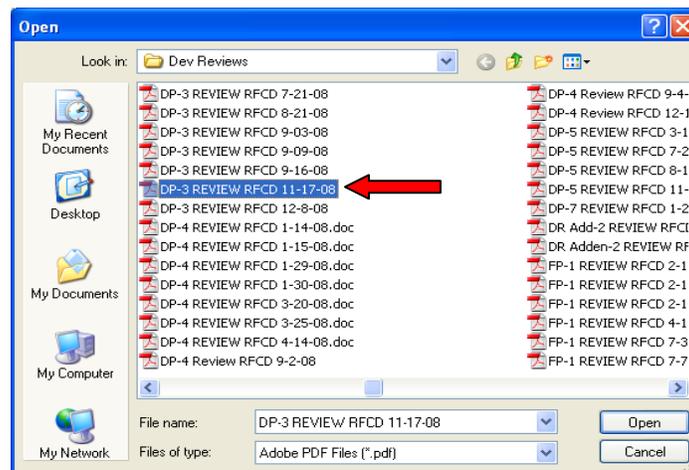


Figure 23 – Select the review comment memorandum from the C:\drive and import it to the “Office Doc” folder in Wrkflw in ‘PERMITS’ Plus. (This file is named according to the established Development Services Department protocols: Project type-Review Number REVIEW RFCD Month-Day-Year. For example: DP-3 REVIEW RFCD 11-17-08).

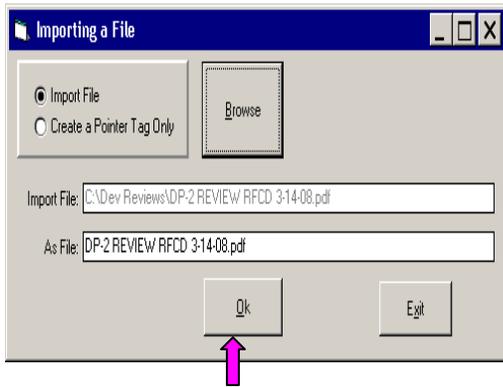


Figure 24 – Click on the Ok button.

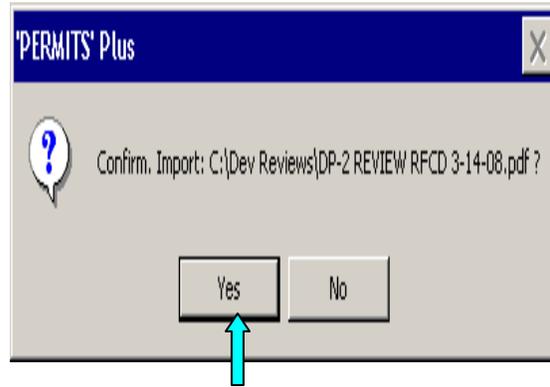


Figure 25 – Click the Yes button to confirm import.

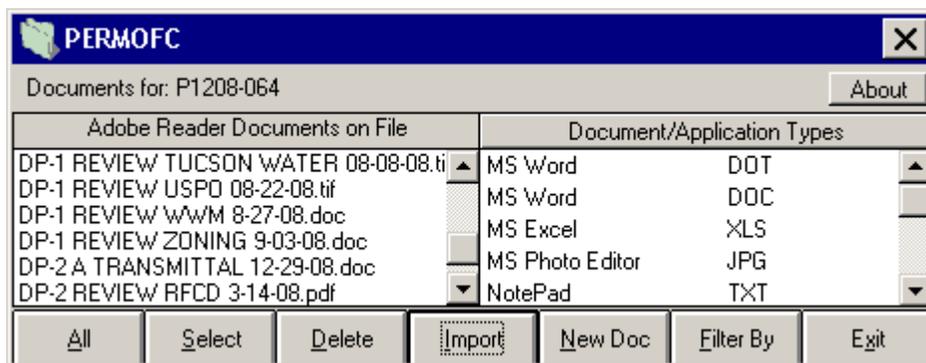


Figure 26 –Next to Documents for: you will see the Project Number and in the list under Adobe Reader Documents on File heading you will see the imported project by Project Type-Number REVIEW DIVISION Month-Day-Year. Exit out of 'PERMITS' Plus.

