



TIPS FOR LAND USE PERMITTING SUCCESS

NUMBER 1. Plan Ahead and Apply for Permits Early. Most of the time, applications and the additional materials needed (e.g., engineered design plans) require the assistance of an environmental consultant or a professional engineer. The cost of having an experienced consultant to prepare needed documents can save you time, money and frustration.

NUMBER 2. Schedule a Pre-Application Meeting. Pre-application meetings give you the opportunity to explain your project and hear feedback from staff and understand permitting requirements prior to application submittal. Also, thoroughly go over the pre-app summary letter, as there will be code citations and specifics to your project.

NUMBER 3. Seek to Understand the Permitting Process and Development Requirements. The most common permit issues occur when applications aren't submitted correctly or a project doesn't comply with requirements.

NUMBER 4. File Complete Permit Applications. All application forms have checklists which help ensure that you address all of the needed information and submit the requested materials.

NUMBER 5. Be Consistent. Be sure that all of your application documents agree with each other. For example, the civil drawings should match the site plan and the landscaping plan.

NUMBER 6. Avoid Impacts to Critical Areas. Avoiding or minimizing impacts to critical areas (wetlands, steep slopes, fish and wildlife habitat) may reduce the number of permits you need as well as save you time and money. Regulations require significant environmental reporting and (typically) mitigation for critical area impacts.

NUMBER 7. Promptly Respond to Staff. Respond promptly to additional information requests. The faster you respond, the faster the permit reviewer can continue to process your permit.

NUMBER 8. Be Flexible and Collaborative Though Design Challenges. If staff asks you to consider making changes to the project, be open-minded. These changes may lead to increased community support and less opposition to your project.

NUMBER 9. Manage your consultants. Engaged owners improve project success. Give consultants detailed direction, clear feedback, and the resources that they need to work efficiently.

NUMBER 10. Ask for Help. Sometimes you can find yourself lost among all the information and paperwork, leaving you overwhelmed and frustrated. Permitting staff make it their job to have the permit process go as smoothly as possible. If you find yourself totally stuck, ask for help!

