

Town of Pacific Application Submittal Policy

Policies and Procedures

The Town of Pacific has a comprehensive set of applications and procedures for doing business in the Town. In the past, the Town has observed that changing documents during the approval process can be difficult to track and can result in delays in the approval process. This Policy is intended to be utilized as a guide for Applicants (and Agents working on behalf of an Applicant).

Policy 1: The pages in each submittal to the Town Board or the Town Plan Committee shall be numbered consecutively, starting with the first page of the first document in the submittal and ending with the last page of the last document in the submittal. The page size shall be no smaller than 8 ½” x 11” and no larger than 11” x 17,” unless a larger size is requested by the Town Engineer. In any submittal to the Town Board or the Town Plan Commission, requesting permits or other Town approval, when there is a revision in any of the documents submitted, after the initial submittal is filed with the Town Clerk, the revised document shall contain the following:

- A notation that it is a second or subsequent draft
- The date that the revised draft is being submitted
- Highlighting of the part(s) of the draft that are being revised
- The page number(s) of the page(s) of the submittal being replaced by the revised draft

Once the final submittal has been approved by the Town Board, the applicants shall submit to the Clerk one comprehensive electronic copy in a .pdf format, containing the final drafts (without markups) of the documents comprising the approved submittal and one printed copy, identical to the electronic copy in all respects. However if, by any other Town ordinance, additional printed copies of the approved documents are required, then additional copies shall also be submitted, pursuant to the Town’s ordinance.

Policy 2: In submittals made to the Town on any matter involving land use and or land division approval, all printed and electronic copies of the submittal documents are to be identical. The filing of those documents with the Town shall be deemed to be a certification, by the Applicant, that the printed and.pdf copies being submitted are, in fact, identical. If it is determined that they are not identical, then the .pdf form of that document shall be deemed to be the document(s) acted upon by the Town. Failure to follow the Town’s requirement for identical submission of such documents in printed format and electronic format may be a basis for denial of, or deferred action on, that Application.

Adopted by the Town Board on
February 28, 2017