



July 20, 2022

Policy Bulletin

TO: Applicants of Planning and Zoning Projects and Permits

RE: Application Review Timeline and Incomplete Submittals

Due to an increase in application submittals the Planning and Zoning Department has implemented a new policy regarding incomplete application submittals. Upon receipt of an application, Planning and Zoning Staff will communicate with the applicant that the application has been received. Planning and Zoning Staff will then review the submittal to ensure that all necessary items have been included. If there are missing or incomplete items from the application, Planning and Zoning Staff will communicate to the applicant that the missing items will need to be submitted for the application to be considered complete.

If the missing application items are not submitted to the Planning and Zoning Department within 30 days of the initial notification regarding missing or incomplete application items, the application will be voided and a new application will need to be submitted.

If you have any questions, you may contact the Planning and Zoning Department at 208-468-4430 or pzall@cityofnampa.us.

A handwritten signature in black ink that reads 'Rodney A. Ashby'.

Rodney Ashby
Planning & Zoning Director