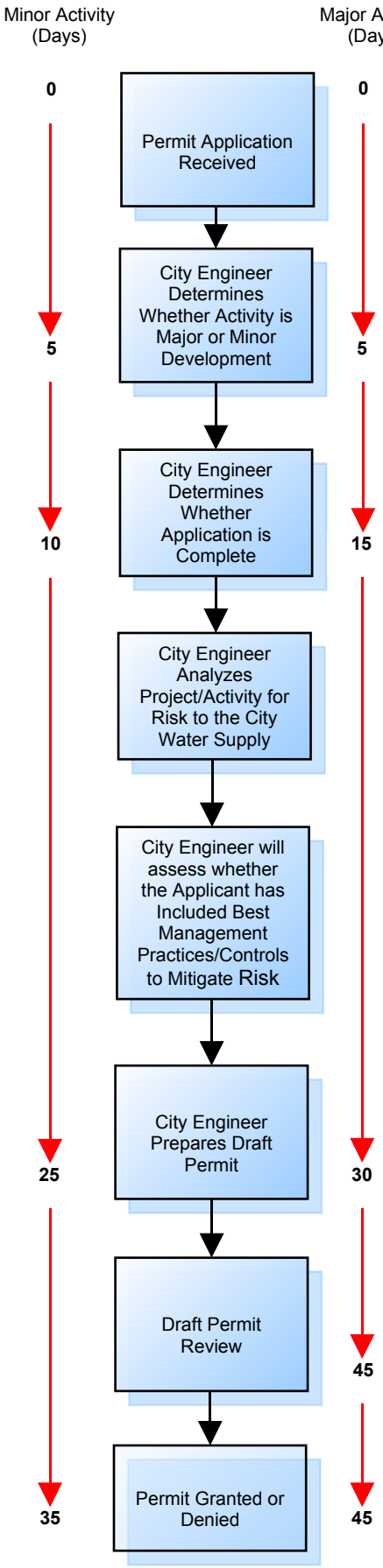
Permit Application Review Procedure



Major activities are any proposed commercial use, industrial use, resource development use or residential use of more than two dwelling units or other use that the city engineer determines pose a substantial risk to the municipal water supply. (5 days)

Minor activities are residential use of less than three dwelling units. (5 days)

City engineer reviews application form and project description. Is application form complete? Is project described in adequate detail to understand possible risks to the city water supply? Does the application describe best management practices intended to reduce risks? If not, city engineer requests applicant to provide additional information. (Minor-5 days, Major-10 days)

City engineer identifies aspects of the project that could pollute the Moonlight Springs aquifer or diminish the volume of water available for the city water supply. City engineer will evaluate what could go wrong with project aspects of concern and possible causes.

For each of the project aspects that pose a risk to the city water supply the city engineer will determine whether the applicant proposes to use best management practices or controls to reduce risks to an acceptable level. Having and complying with state and federal permits for activities posing risk will be considered to the extent applicable as risk reduction controls.

City engineer will prepare a draft permit that stipulates the best management practices and controls that must be employed by the applicant as a condition of approval for the project. The stipulated best management practices will reduce the likelihood and/or severity of an event so that the risk level of the project related to negative impacts to the city water supply are low.

Draft permits are reviewed through two different processes depending on whether the action is a major or minor development. Major development activity permits are first made available for public review and comment. Based upon comments received the city engineer would revise the terms and conditions of the permit if appropriate. Major development permits will then be placed before the City Council who by resolution would grant the permit. Based upon public comments received at the City Council meeting the terms and conditions of the permit could be modified. **(15 day Public Comment)**

Minor development permits will be reviewed by the City Manager and Utility Manager. The managers decide whether to grant the permit. The managers could also require the terms and conditions of the permit be modified before its granting.