

CHECKLIST CITY OF MANTORVILLE
DEMOLITION PERMIT WITH ENVIRONMENTAL ASSESSMENT WORKSHEET

APPLICANT/S: _____

SITE ADDRESS: _____ **PARCEL #:** _____

The following is a checklist that should be included in the file for every demolition permit with an EAW before it is placed on permanent file.

- ☐ Demolition Permit Application submitted, signed and dated. _____
- ☐ \$100 Fee received. _____
- ☐ RGU notified applicant in writing an EAW is required and its process. _____

NOTE: The permit is not complete until all of the requirements for the EAW are met.

- ☐ Consultant hired. _____
- ☐ EAW data portions received by RGU for review. _____

NOTE: This begins a 10 day review period by the RGU.

NOTE: Day 5 (or sooner) the RGU advises the applicant of the EAW's accuracy and completeness

- ☐ Project proposer notified of incomplete data. _____
- ☐ Project proposer notified of complete data. _____
- ☐ The applicant hired their consultant to complete the application. _____
- ☐ Applicant agreed to use the RGU's consultant and will pay all fees associated with the completion of the EAW. _____
- ☐ Applicant notified the EAW is complete (1 to 5 days after receipt of complete EAW). _____
- ☐ EAW sent to applicant/their consultant for final review. _____
- ☐ Council approval of EAW for distribution and sets PH date. _____
- ☐ EAW mailed to distribution list. _____
- ☐ Affidavit of Mailing to distribution list _____
- ☐ Press Release for public hearing and availability of EAW within 5 days after distribution _____
- ☐ EAW Summary mailed to EQB Monitor.(PH date included) _____
- ☐ Affidavit of Mailing to EQB Monitor. _____

NOTE: EAW Published (7 to 21 days after submission)

NOTE: This is the beginning of a 30 Calendar Day Period to add supplemental material to the EAW.

- ☐ EAW Summary published in EQB Monitor. _____
- ☐ 30 Day Public Period began. _____
- ☐ MRA Recommendation received. _____

NOTE: All comments must be in writing.

- ☐ The RGU held a public hearing. _____
- ☐ 30 Day Public Period ended. _____

NOTE: 30 Day EIS determination & Judicial Appeal period begins.

- ☐ RGU determines if EIS (Environment Impact Statement) required. _____
- ☐ RGU completed written responses to written comments. _____
- ☐ RGU prepared a finding of facts used in reaching the environmental review decision _____
- ☐ RGU Resolution adopted. _____
- ☐ Decision mailed to distribution list. _____
- ☐ Affidavit of Mailing to distribution list _____
- ☐ Decision published in the EQB Monitor. _____
- ☐ Affidavit of Mailing to EQB Monitor _____
- ☐ Appeal filed (within 30 days of decision). _____