

A Guide to Plan Statuses

Plan Status Name	Definition
Submitted Statuses	
Submitted	Staff has initiated/submitted an application
Submitted - Online	Applicant has submitted an application
Submitted - Void	Plan is NOT ACCEPTED for various “fatal” reasons - mistakes, errors, etc., such as wrong application type AND fees have not yet been paid.
Submitted - Corrections Required	Plan does not have the necessary components required to determine fees.
Submitted - Invoiced	The Plan has been lightly vetted by staff for minimum submittal requirements, this status indicates that the applicant has been notified of fees due. The application will revert to "Submitted - Void" status if not paid within 7 days.
Submitted - Assigned	All required fees are paid, and Plan has been assigned to a project planner.
Application Processing Statuses	
Application Processing - In Review	This status indicates that the assigned Planner is actively reviewing the submittal.
Application Processing - Applicant Action Required	Action is needed from the applicant to continue the review process or when in review but fees are due (PTP, LPC, billable projects, etc.).
Application Processing - On Hold	This status is formally requested by the applicant OR applied by staff for Code Compliance.
Application Processing - Inactive	A courtesy status informing the applicant that the project has been inactive for 60+ days (incomplete) or 180 days (complete) The Plan is not “In Review” due to insufficient action or direction by the applicant. The applicant has 10 days from notice to withdraw, request a hold, or do something active.
Approved Statuses	
Approved - Entitled	Entitlement approved but post-approval steps have not been taken OR will not be tracked by planner
Approved-Expired	Time for Inauguration of Entitlement has run out (9-4.2812(c)).
Approved - Applicant Action Required	Entitlement is approved but tasks for documents to be recorded, affidavit of acceptance of conditions, deed restriction, etc., is still pending
Approved - In BPC	When project is approved and building permit apps have been submitted.
Approved – Under Construction	Ground disturbance has commenced.
Approved - Finalized	final building and final planning inspection performed - project lives here into perpetuity once built.
Closed Statuses	
Closed - Inactive	Action required by the applicant has not been made within the time period specified by municipal code (insert section)
Closed - Withdrawn	Submittal/Application has been withdrawn at the request of the applicant.
Closed - Denied	Application has been determined to be unapprovable by the appropriate authoritative body.
Closed	Project was completed, no further planning action, including post-approval review or inspections is required.
Closed - Revoked	