

Reviewing and Commenting

This tutorial covers how to complete a review and add comments to it, including:

- Finding the item you need to review
- Navigating the tabs on the Permit/License/Project/Violation Form
- Adding a comment from a pre-defined Comment Template
- Adding a comment of your own
- Changing the Review status
- Adding a comment to the Comment Template to use again in the future

You can view this tutorial in two ways:

- [Review the steps as a single web page](#)
- [Review the steps as a slide show](#)

Review Steps

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Step 1: Click on the item you need to review in the Grid.

The screenshot displays the LAMA Server web application. The main window is titled 'LAMA Server' and contains a navigation menu with options like 'View', 'Module', 'Admin', and 'Settings'. Below the menu is a toolbar with various icons for different modules. The central area is divided into two main sections: a 'Permits' grid and a 'Permit Form'.

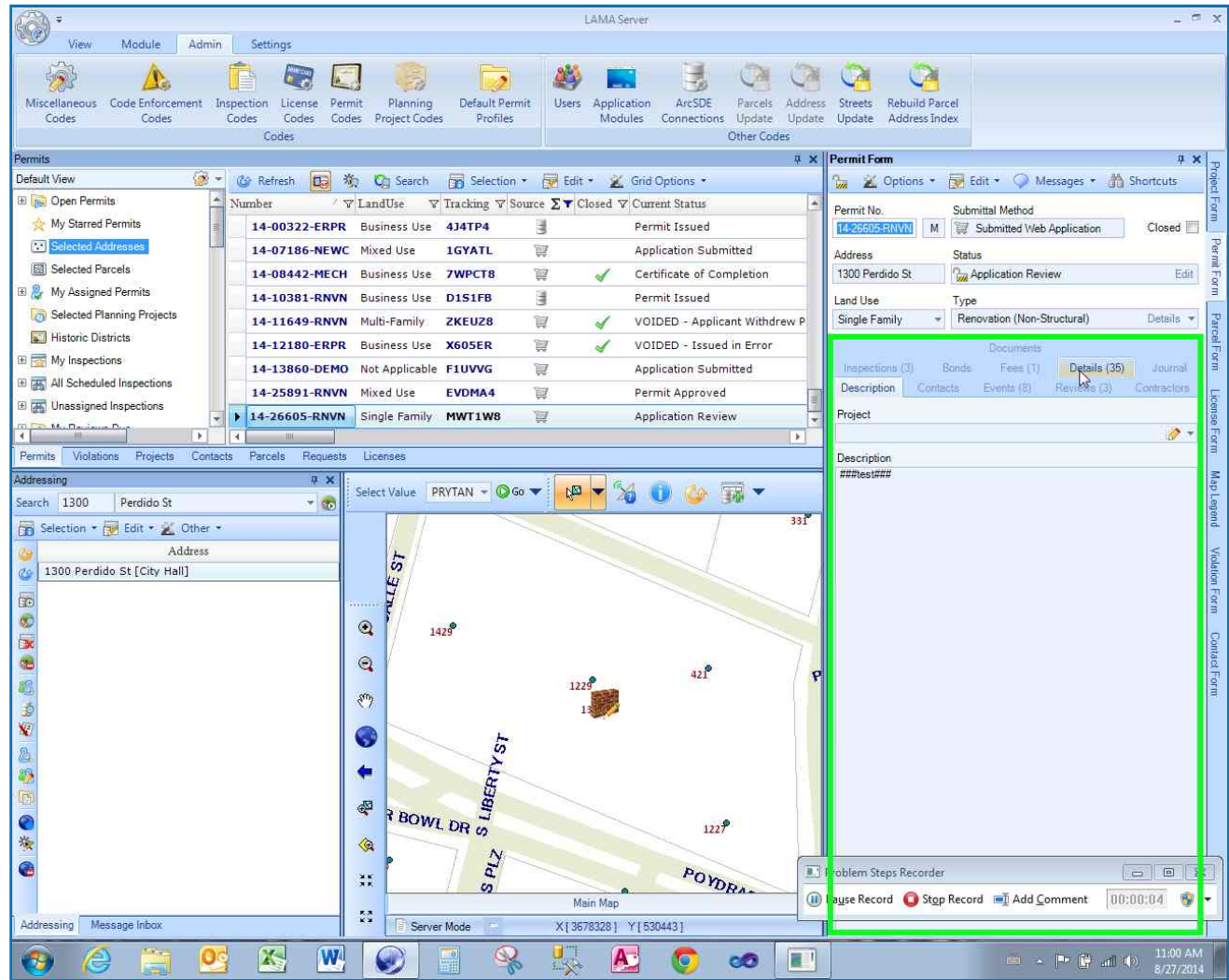
The 'Permits' grid shows a list of permits with the following columns: Number, Land Use, Tracking, Source, Closed, and Current Status. The row for permit number 14-25891-RNVN is highlighted in green. The 'Permit Form' on the right shows details for the selected permit, including the permit number (14-25891-RNVN), submittal method (Submitted Web Application), address (1300 Perdido St), status (Permit Approved), and land use (Mixed Use). Below the grid is a map showing the location of the permit at the intersection of Perdido St and Liberty St.

The bottom of the screen shows a Windows taskbar with various application icons and a system tray showing the time as 11:00 AM on 8/27/2014.

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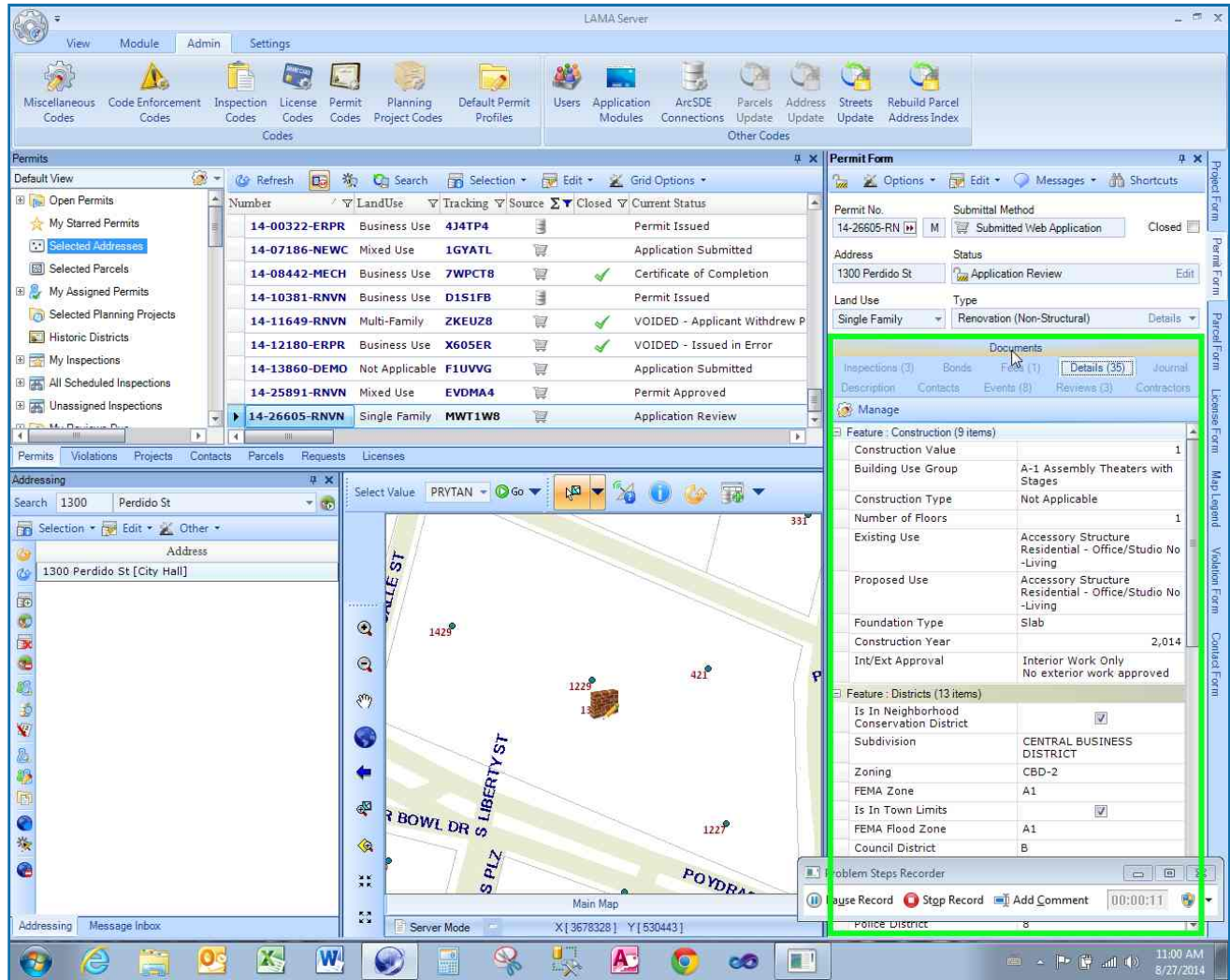
Step 2: The item you select will open in the **Form** section. In the light blue section of the Form, you can find the tabs that have all the information you'll need to complete your review. The tab labeled **Description** or **General** will have a

brief written description about what the application is for. Next we'll look at **Details**.



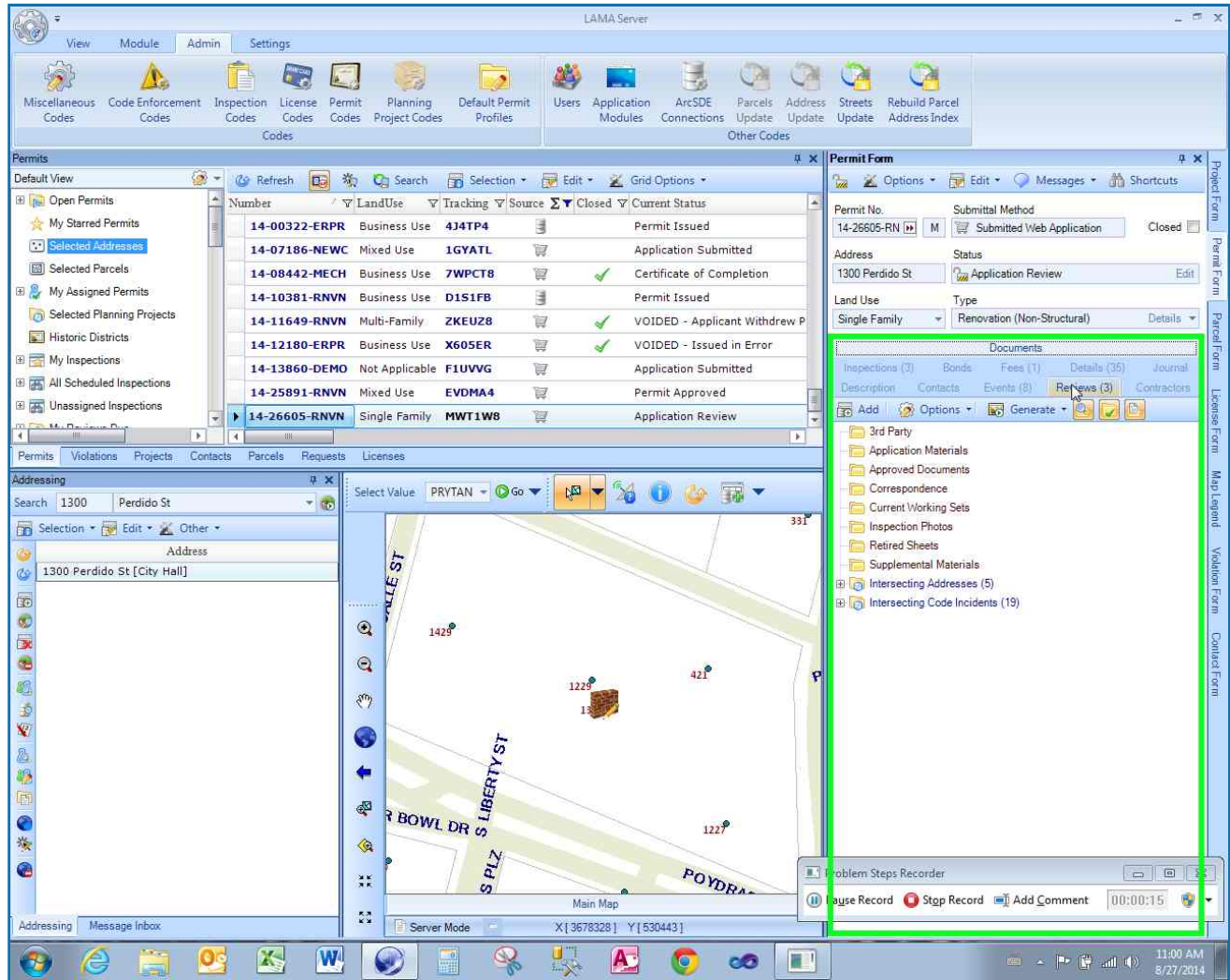
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Step 3: The **Details** tab in the Form will show you the data entered from the application and from GIS (e.g. construction value, parade date, existing zoning, etc.). Next we'll look at **Documents**.



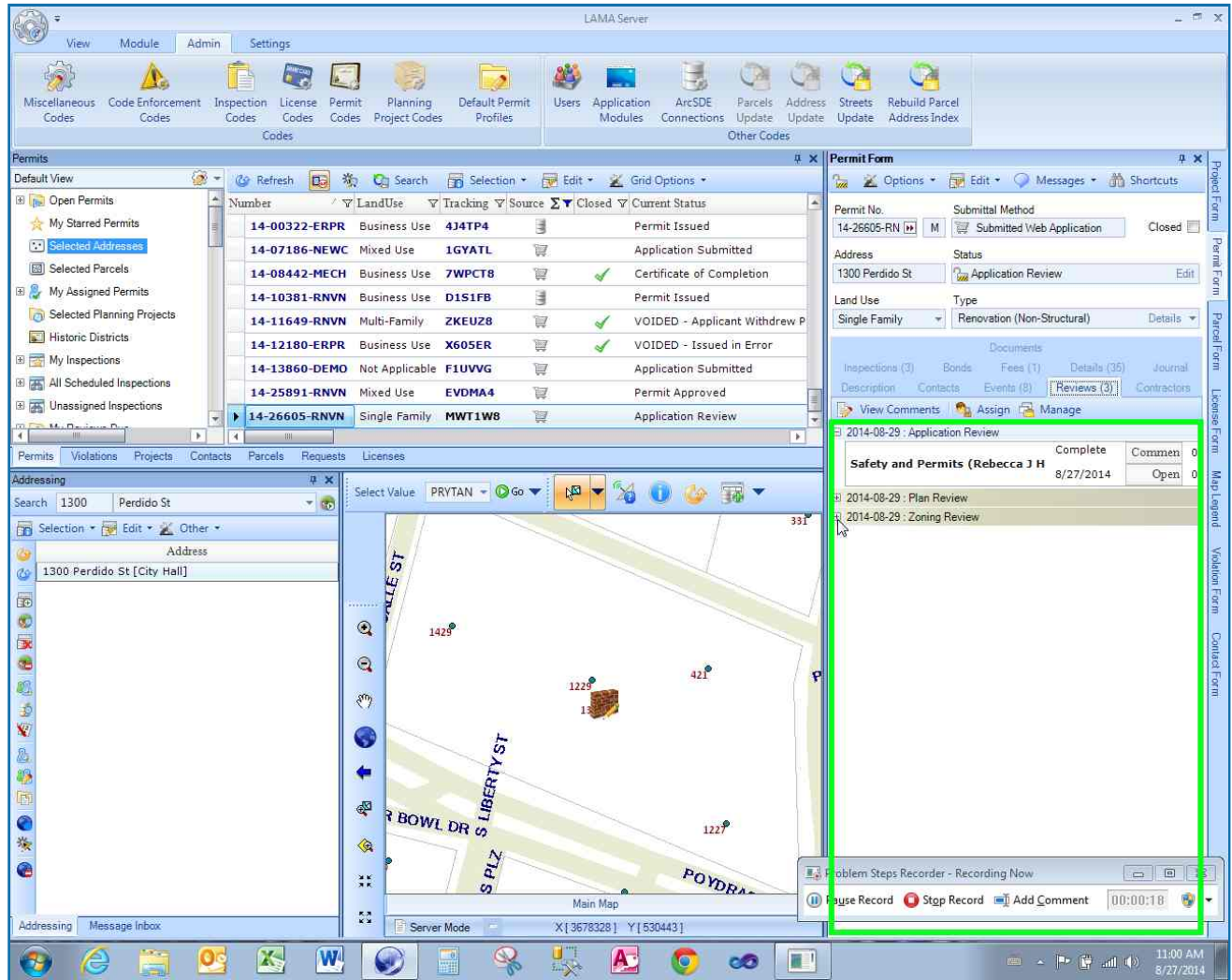
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Step 4: The **Documents** tab is where you'll find any documents that have been provided (e.g. plot plans, vendor lists, etc.). After you've reviewed the description, details, documents, and anything else your review process might require, you can move to the **Reviews** tab to complete your review.



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Step 5: On the **Reviews** tab, you'll see all the reviews and reviewers for this item. You might have to click on the small plus sign next to your review category in order to see your own division's review.



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Step 6: Select the review assigned to you (or to your division if it's still unassigned) by clicking on it. This will open the **Comments** window.

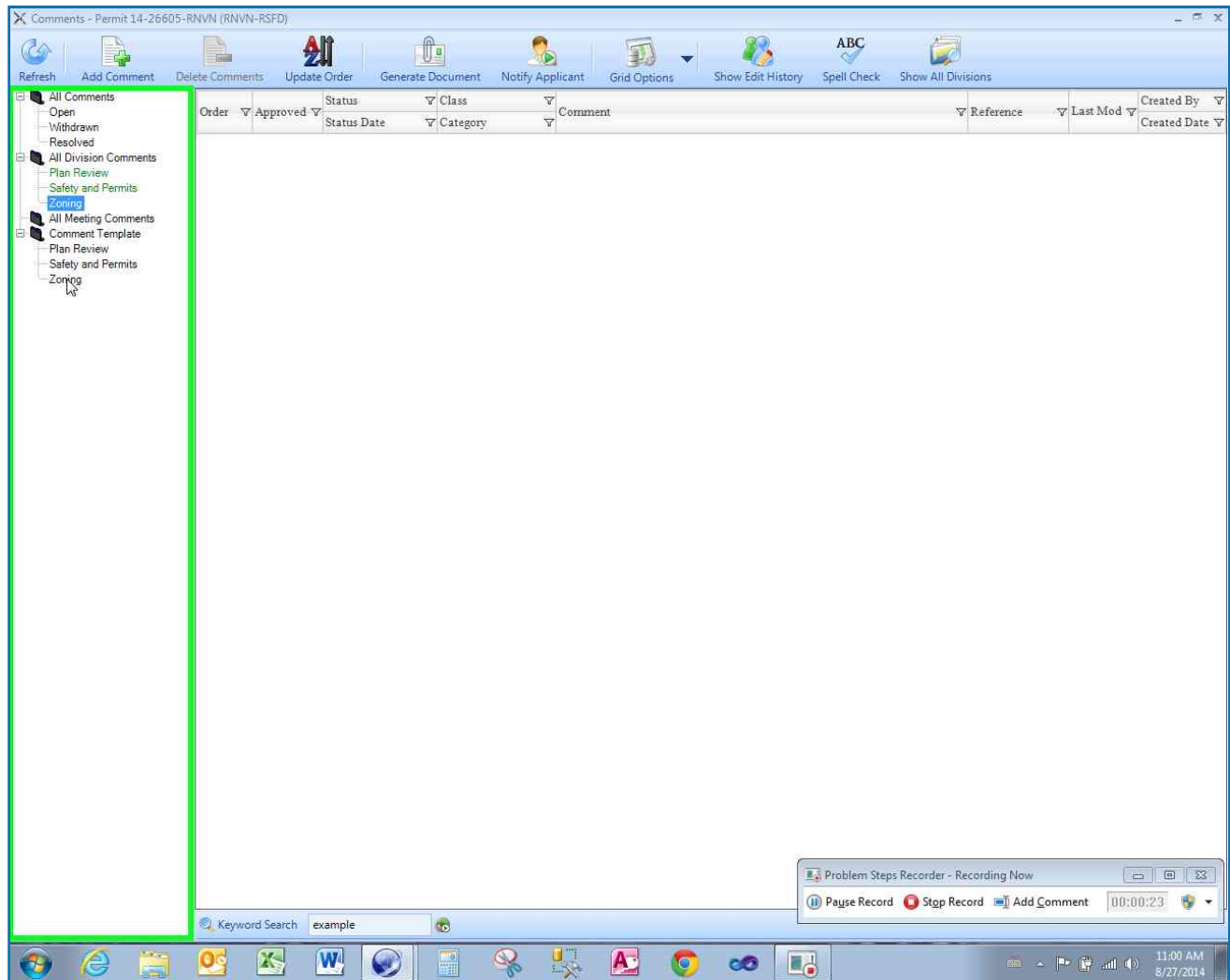
The screenshot shows the LAMA Server interface with the following components:

- Top Menu:** View, Module, Admin, Settings.
- Toolbars:** Miscellaneous Codes, Code Enforcement Codes, Inspection Codes, License Codes, Permit Codes, Planning Project Codes, Default Permit Profiles, Users, Application Modules, ArcSDE Connections, Parcels Update, Address Update, Streets Update, Rebuild Parcel Address Index, Other Codes.
- Permits Table:**

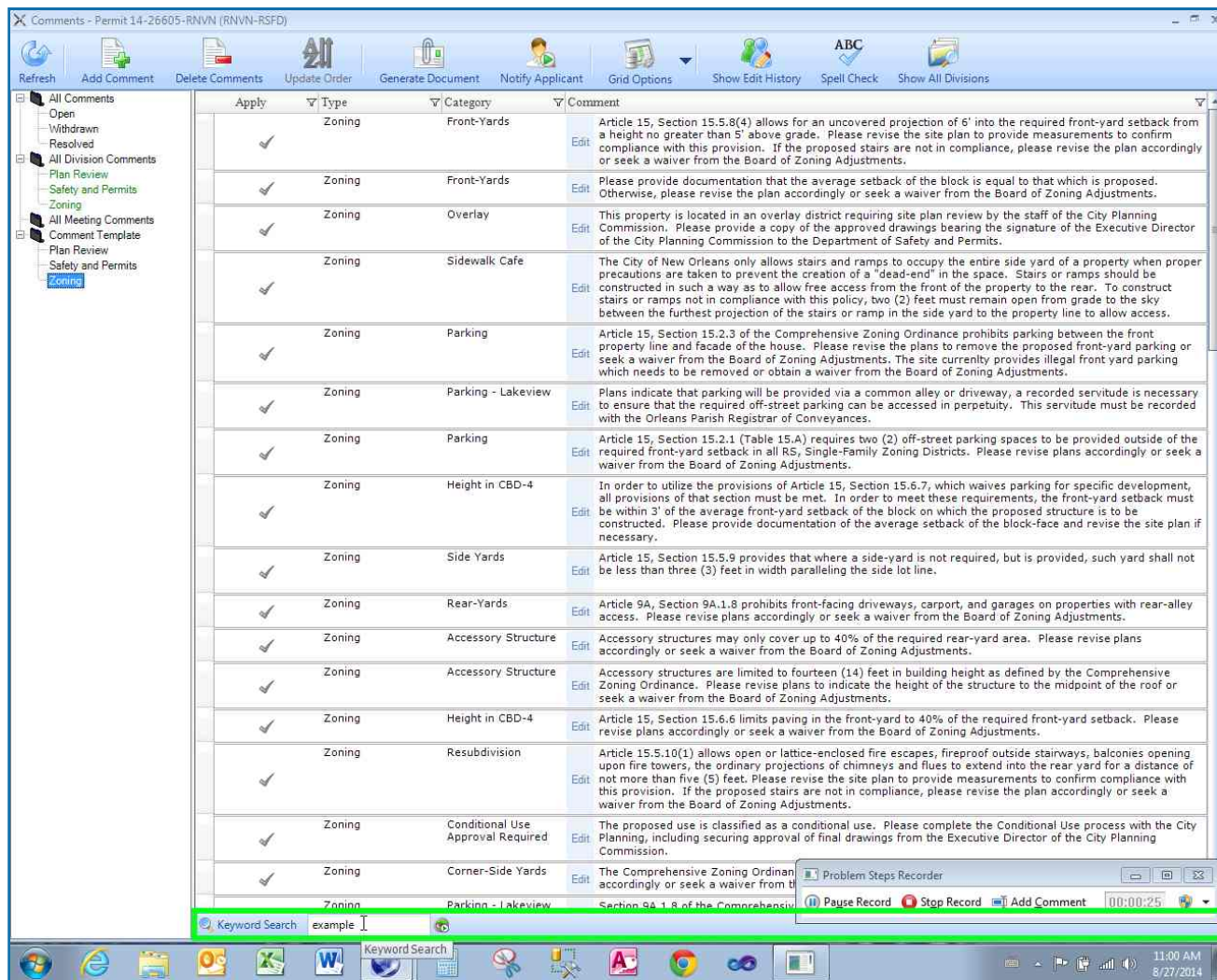
Number	Land Use	Tracking	Source	Closed	Current Status
14-00322-ERPR	Business Use	4J4TP4			Permit Issued
14-07186-NEWC	Mixed Use	1GYATL			Application Submitted
14-08442-MECH	Business Use	7WPCT8		✓	Certificate of Completion
14-10381-RNVN	Business Use	D1S1FB			Permit Issued
14-11649-RNVN	Multi-Family	ZKEUZ8		✓	VOIDED - Applicant Withdrew P
14-12180-ERPR	Business Use	X605ER		✓	VOIDED - Issued in Error
14-13860-DEMO	Not Applicable	F1UVVG			Application Submitted
14-25891-RNVN	Mixed Use	EVDMA4			Permit Approved
14-26605-RNVN	Single Family	MWT1W8			Application Review
- Permit Form (Right):**
 - Permit No.: 14-26605-RN
 - Submittal Method: Submitted Web Application
 - Address: 1300 Perdido St
 - Status: Application Review
 - Land Use: Single Family
 - Type: Renovation (Non-Structural)
- Documents (Right):**
 - 2014-08-29 : Application Review
 - Safety and Permits (Rebecca J H) - Complete - 8/27/2014
 - 2014-08-29 : Plan Review
 - 2014-08-29 : Zoning Review
 - Zoning (Rebecca J Houtman) - Pending - 8/27/2014
- Map (Center):** Shows a street map with labels for S BOWL DR, S LIBERTY ST, and POYDRAN ST. A red pin is located at 1300 Perdido St.
- Addressing (Bottom Left):** Search: 1300 Perdido St. Select Value: PRYTAN.
- Problem Steps Recorder (Bottom Right):** Recording Now. Buttons: Pause Record, Stop Record, Add Comment. Timer: 00:00:20.

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Step 7: Many review divisions have their frequently used review comments available in a **Comment Template** so they don't have to type the same comments out over and over again (e.g. frequently cited sections of code). If your division has saved comments in a Comment Template you can find them in the "folder tree" view on the left side of the Comments window. Look for your division name beneath the folder titled **Comment Template** and click on it.

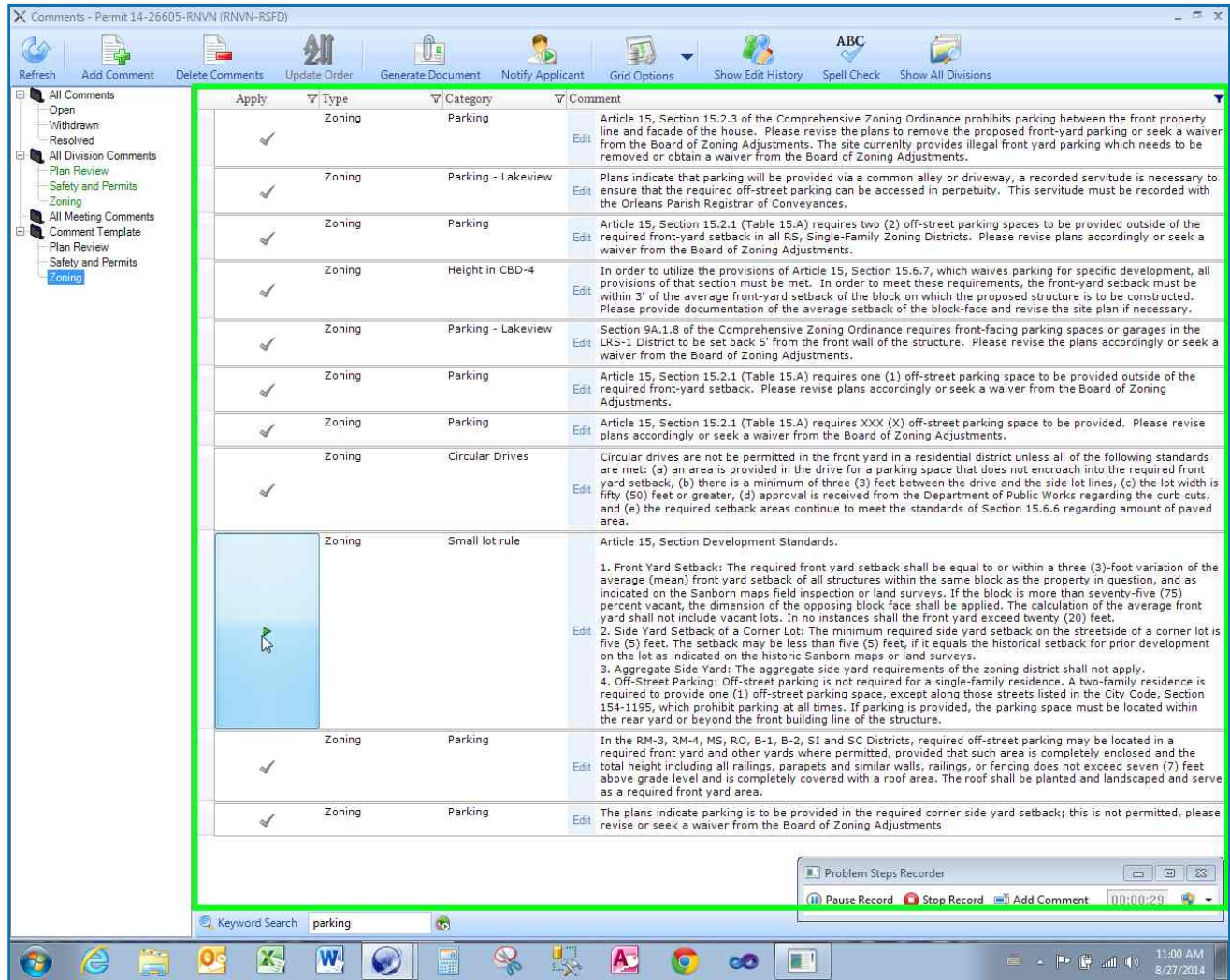
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Step 8: Some divisions' Comment Template lists are quite long. You can narrow down the list if you type a keyword that you know appears somewhere in the comment in **Keyword Search** at the bottom of the Comments window.



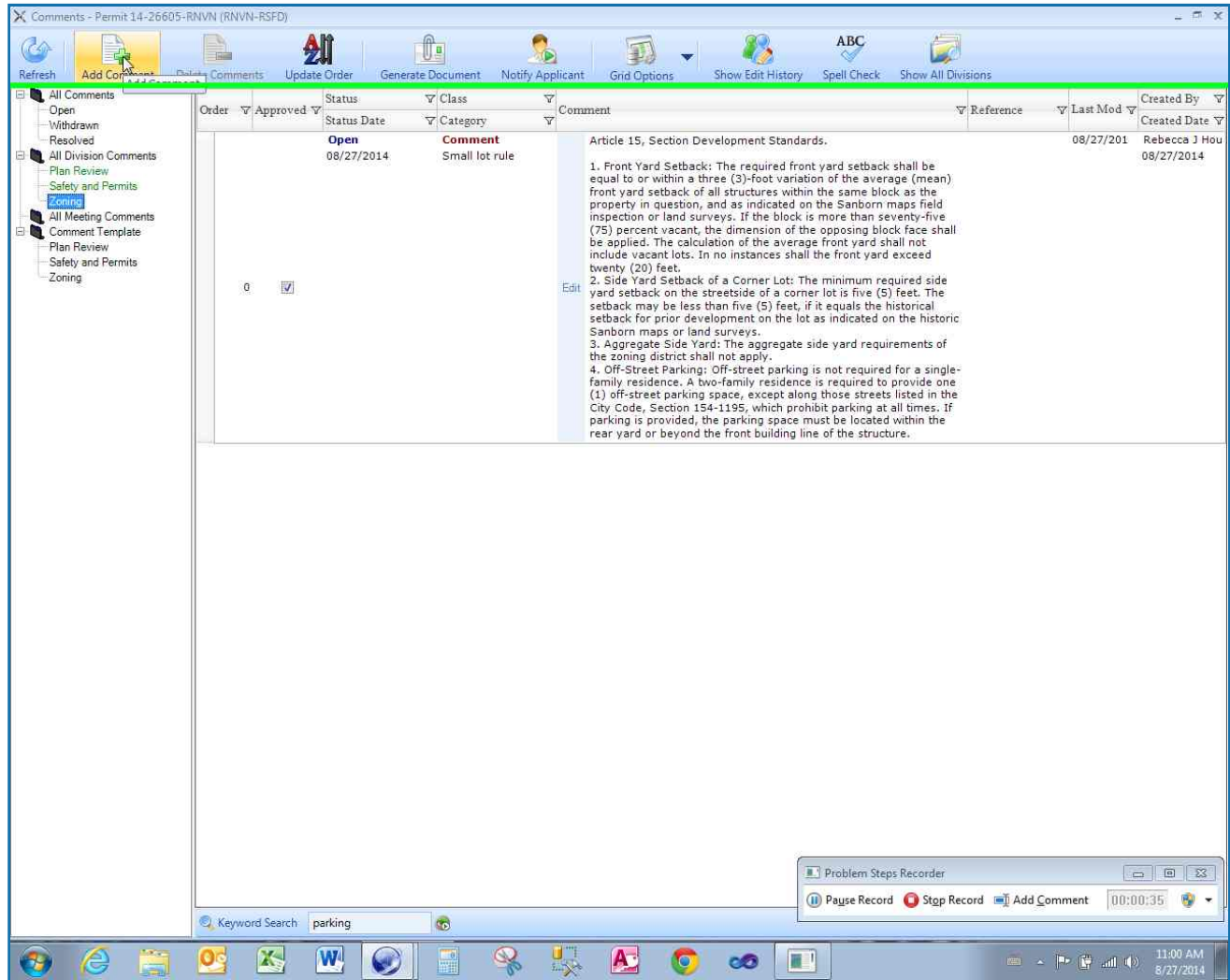
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Step 9: In this example, we'll look for comments that have the word "parking" in them. When you find the comment you want to add to your review, click on the grey check mark in the first column of the row with the comment you want to select. You can add multiple comments from the template by repeating these last few steps.



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Step 10: To add a comment of your own to the review, go back to the folder tree and click on your division name beneath the folder marked **All Division Comments**. That will show you a list of any comments you've already selected, and it will also let you use the **Add Comment** button near the top left of the window to add another row to the comment grid.



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Step 11: You can add your own comment in the text box next to the word "Edit", under the column marked "Comment".

Comments - Permit 14-26605-RNVN (RNVN-RSFD)

Refresh Add Comment Delete Comments Update Order Generate Document Notify Applicant Grid Options Show Edit History Spell Check Show All Divisions

All Comments
 Open
 Withdrawn
 Resolved
 All Division Comments
 Plan Review
 Safety and Permits
 Zoning
 All Meeting Comments
 Comment Template
 Plan Review
 Safety and Permits
 Zoning

Order	Approved	Status	Class	Comment	Reference	Last Mod	Created By
Status Date	Category					Created Date	
0	<input checked="" type="checkbox"/>	Open	Comment	Article 15, Section Development Standards. 1. Front Yard Setback: The required front yard setback shall be equal to or within a three (3)-foot variation of the average (mean) front yard setback of all structures within the same block as the property in question, and as indicated on the Sanborn maps field inspection or land surveys. If the block is more than seventy-five (75) percent vacant, the dimension of the opposing block face shall be applied. The calculation of the average front yard shall not include vacant lots. In no instances shall the front yard exceed twenty (20) feet. 2. Side Yard Setback of a Corner Lot: The minimum required side yard setback on the streetside of a corner lot is five (5) feet. The setback may be less than five (5) feet, if it equals the historical setback for prior development on the lot as indicated on the historic Sanborn maps or land surveys. 3. Aggregate Side Yard: The aggregate side yard requirements of the zoning district shall not apply. 4. Off-Street Parking: Off-street parking is not required for a single-family residence. A two-family residence is required to provide one (1) off-street parking space, except along those streets listed in the City Code, Section 154-1195, which prohibit parking at all times. If parking is provided, the parking space must be located within the rear yard or beyond the front building line of the structure.		08/27/2014	Rebecca J Hou
1	<input checked="" type="checkbox"/>	Open	Comment			08/27/2014	Rebecca J Hou

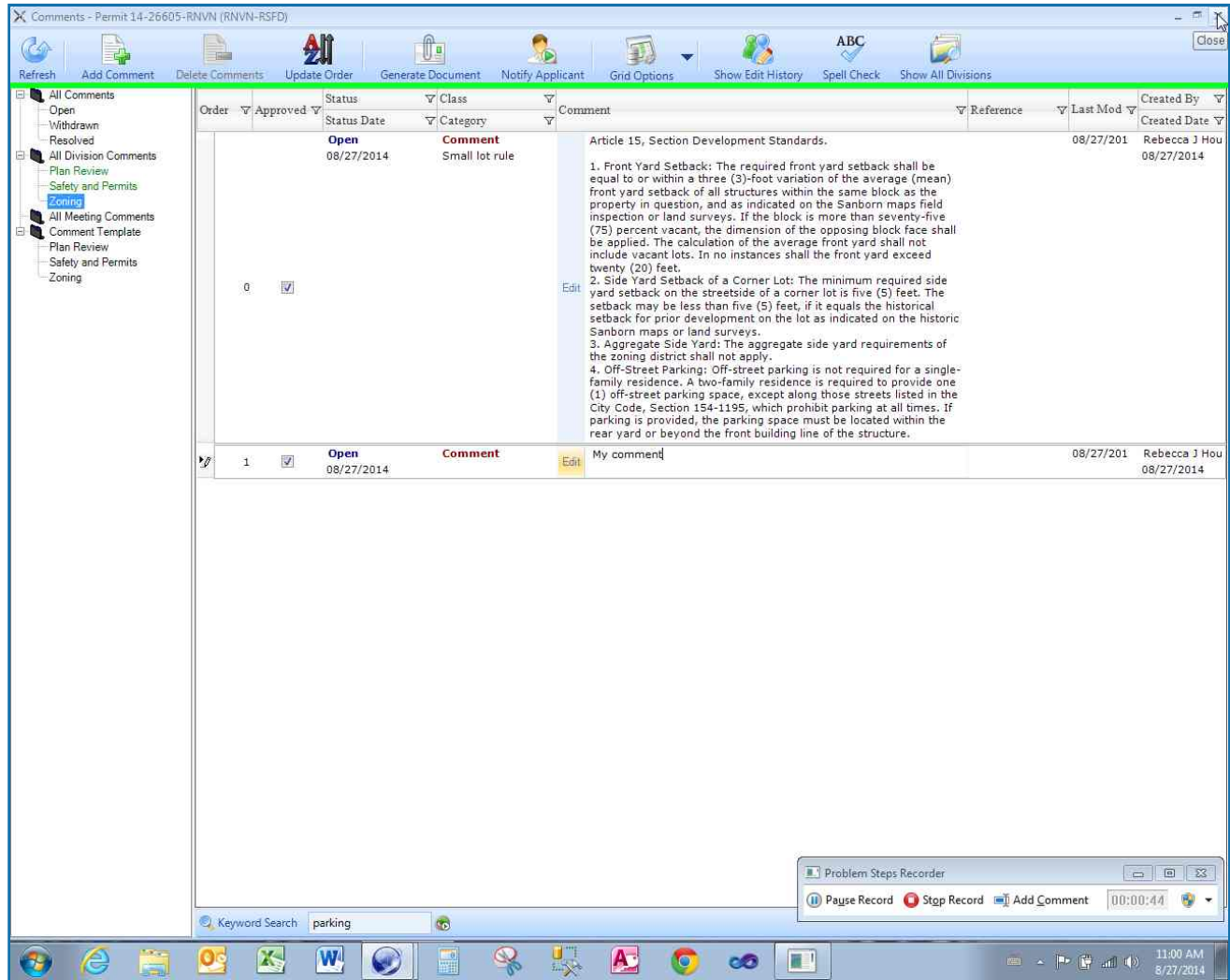
Keyword Search parking

Problem Steps Recorder - Recording Now
 Pause Record Stop Record Add Comment 00:00:38

11:00 AM 8/27/2014

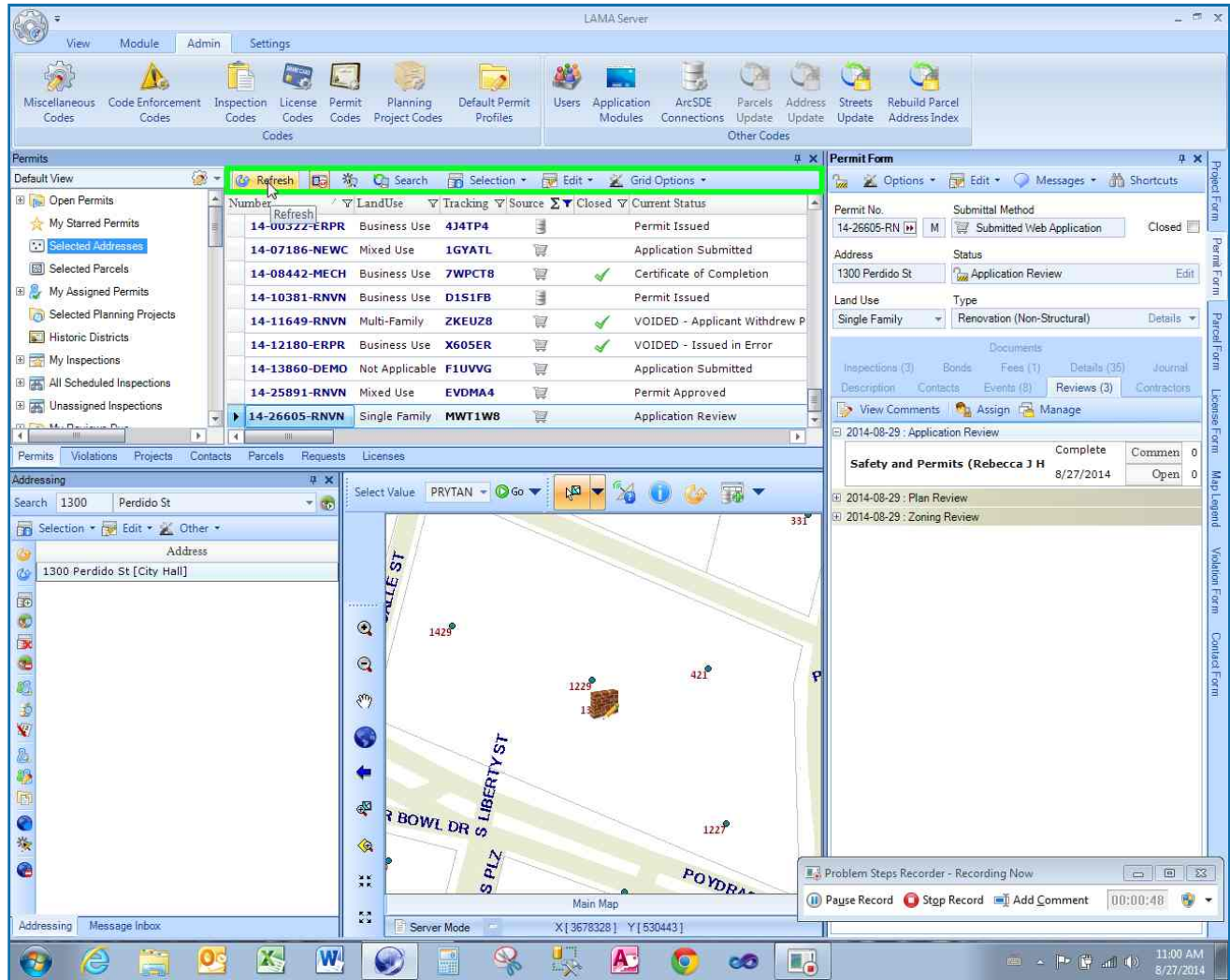
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Step 12: To save your comments (for now - you can still go back and edit or add more later), just close the Comments window.



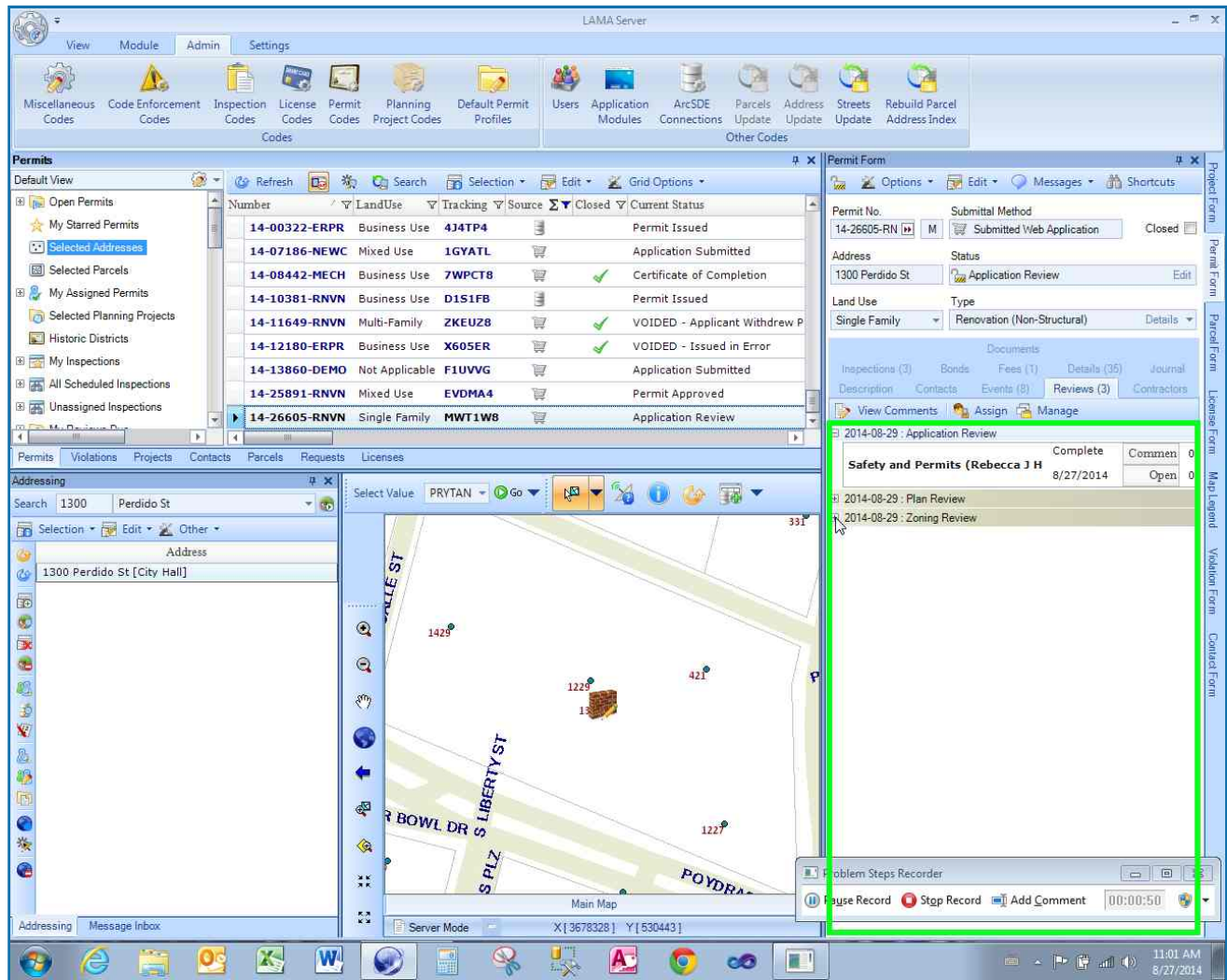
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Step 13: Even though your comments really are saved now, you won't see the number of comments change on the Review tab until you click **Refresh**. (This isn't required - the number will update itself if you leave the case and come back to it later. The Refresh button in LAMA is useful in lots of different cases when you've made a change in one part of the Form and you can't see it affect the grid or other parts of the Form right away).



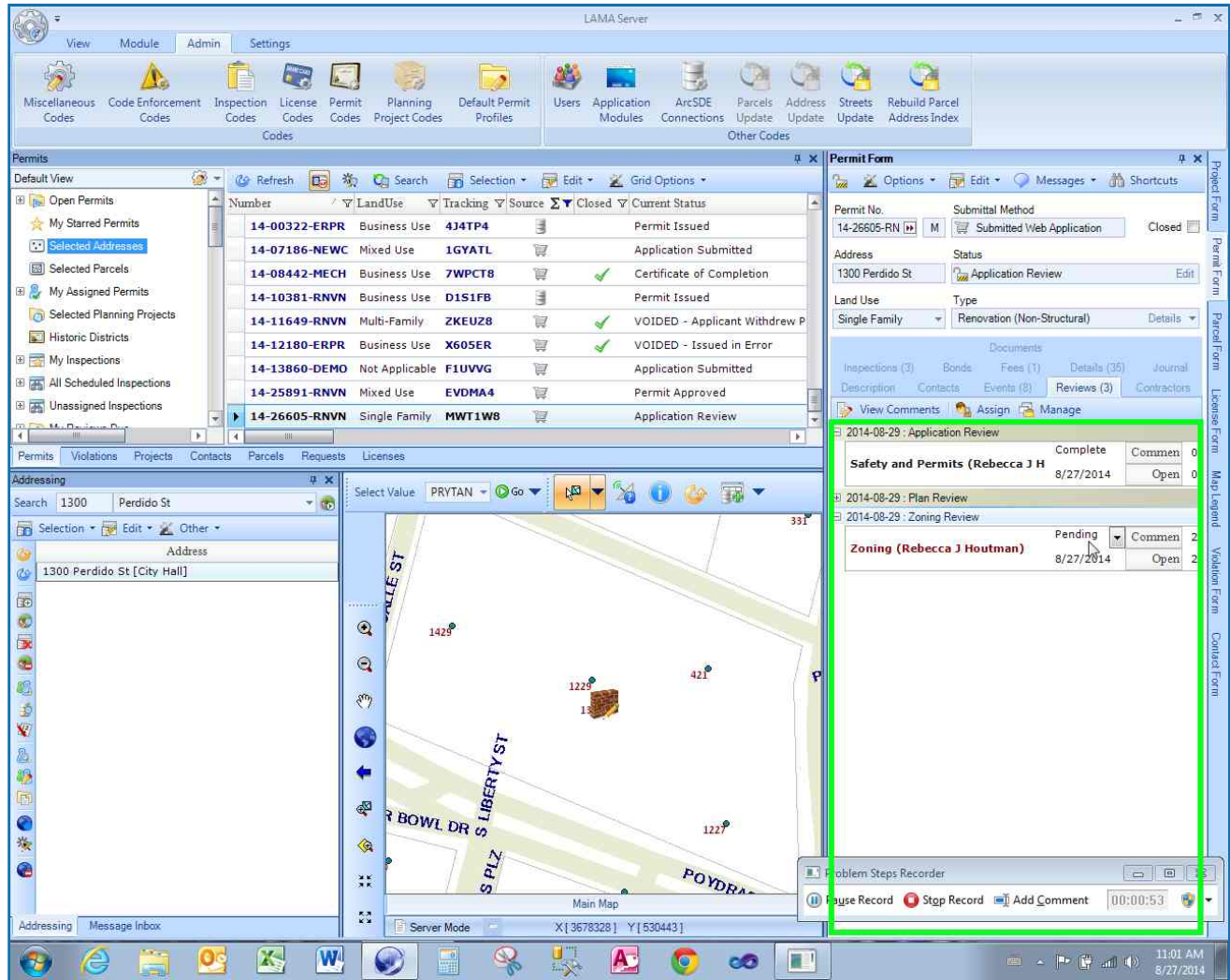
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Step 14: VERY IMPORTANT: Don't forget to change your review's status, so other users can see that you've taken action! Navigate back to your review under the Reviews tab, clicking the plus sign next to your review if you need to.



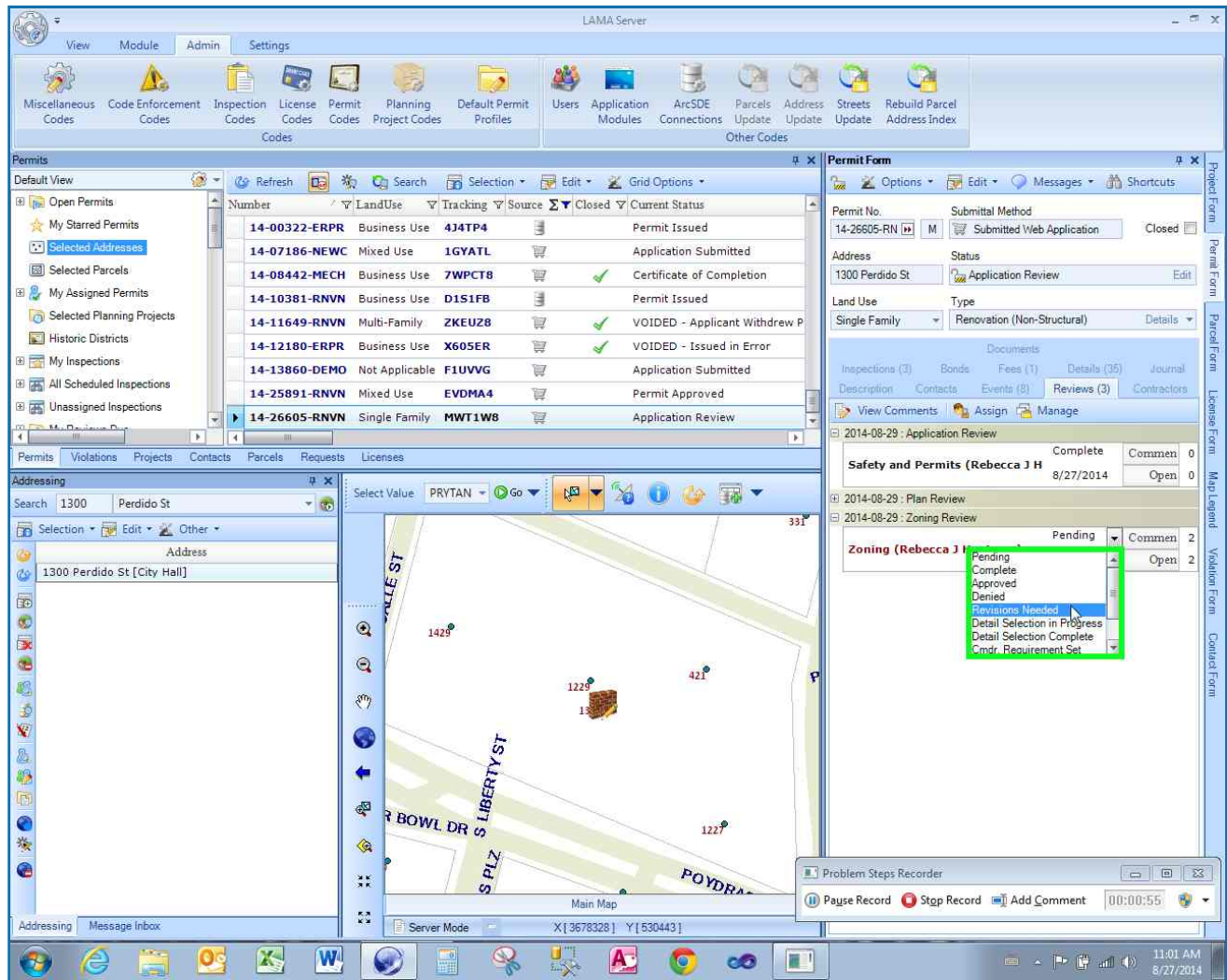
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Step 15: When your mouse is hovering over the review **Status** (which will be "Pending" if no one has already changed it), you'll see a drop-down arrow appear. Clicking anywhere on the status will open a drop-down list of possible review statuses.



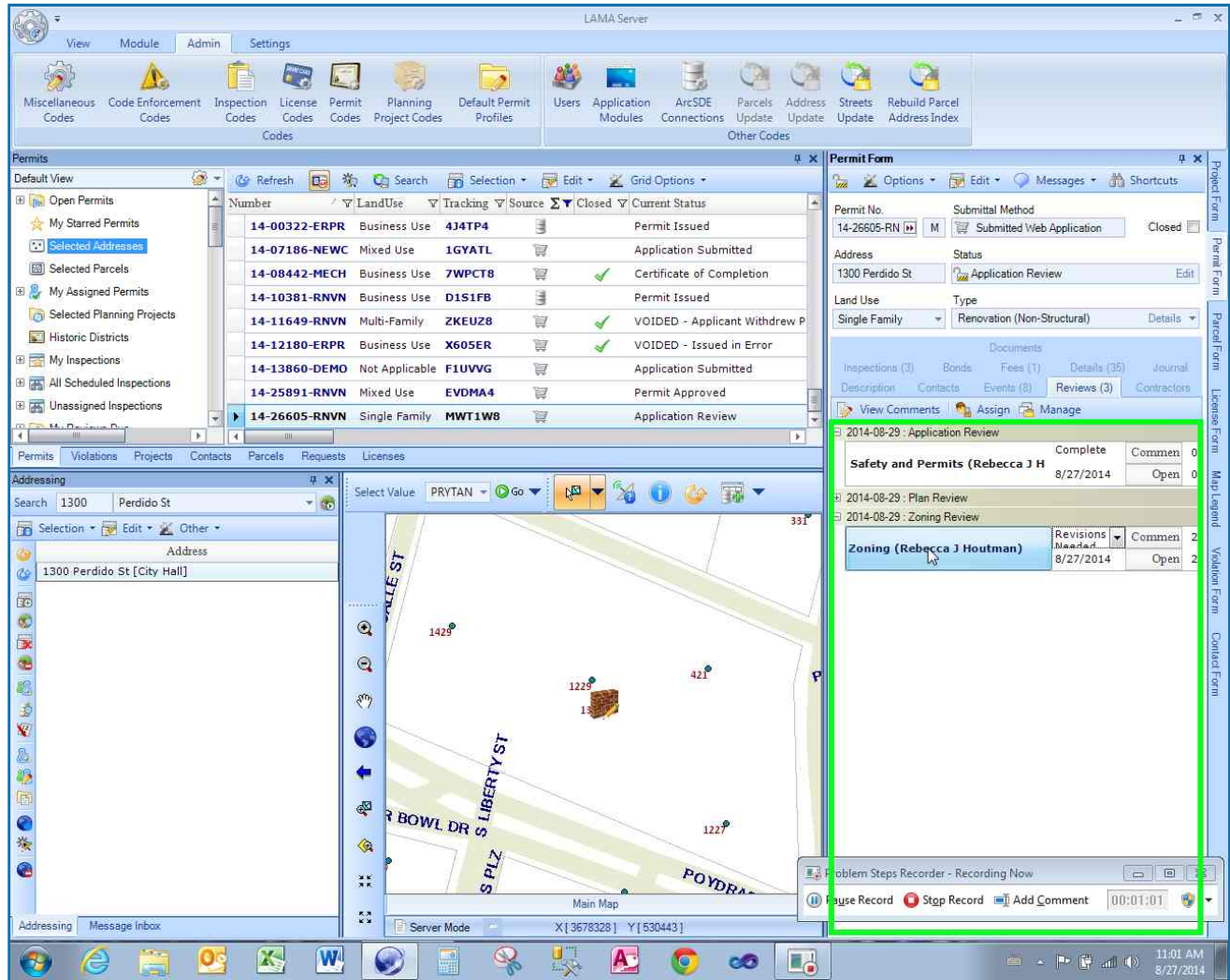
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Step 16: If you've entered comments that need to be addressed before you can approve the review, make sure to select **Revisions Needed** so it's clear to other users that you need more information. If you don't need any additional information or documents to approve the review, you can select either **Complete** or **Approved**.



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Step 17: Hopefully, the applicant will reply to your questions and comments to your satisfaction. When that happens, you can change the status of each Comment from **Open** to **Resolved** (or **Withdrawn**, if it turns out that the comment wasn't applicable to the applicant's situation). To do that, open Comments again by clicking on your review.



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Step 18: Click on the current status of the comment you want to change, and a drop-down list will appear. Selecting "Resolved" or "Withdrawn" will let other users know you're not still waiting for a resolution on this comment.

Comments - Permit 14-26605-RNVN (RNVN-RSFD)

Refresh Add Comment Delete Comments Update Order Generate Document Notify Applicant Grid Options Show Edit History Spell Check Show All Divisions

All Comments
 Open
 Withdrawn
 Resolved
 All Division Comments
 Plan Review
 Safety and Permits
 Zoning
 All Meeting Comments
 Comment Template
 Plan Review
 Safety and Permits
 Zoning

Order	Approved	Status	Status Date	Class	Comment	Reference	Last Mod	Created By
0	<input checked="" type="checkbox"/>	Open		Small lot rule	Article 15, Section Development Standards. 1. Front Yard Setback: The required front yard setback shall be equal to or within a three (3)-foot variation of the average (mean) front yard setback of all structures within the same block as the property in question, and as indicated on the Sanborn maps field inspection or land surveys. If the block is more than seventy-five (75) percent vacant, the dimension of the opposing block face shall be applied. The calculation of the average front yard shall not include vacant lots. In no instances shall the front yard exceed twenty (20) feet. 2. Side Yard Setback of a Corner Lot: The minimum required side yard setback on the streetside of a corner lot is five (5) feet. The setback may be less than five (5) feet, if it equals the historical setback for prior development on the lot as indicated on the historic Sanborn maps or land surveys. 3. Aggregate Side Yard: The aggregate side yard requirements of the zoning district shall not apply. 4. Off-Street Parking: Off-street parking is not required for a single-family residence. A two-family residence is required to provide one (1) off-street parking space, except along those streets listed in the City Code, Section 154-1195, which prohibit parking at all times. If parking is provided, the parking space must be located within the rear yard or beyond the front building line of the structure.		08/27/2014	Rebecca J Hou 08/27/2014
1	<input checked="" type="checkbox"/>	Open	08/27/2014		My comment		08/27/2014	Rebecca J Hou 08/27/2014

Keyword Search parking

Problem Steps Recorder - Recording Now
 Pause Record Stop Record Add Comment 00:01:06

11:01 AM
8/27/2014

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Step 19: EXTRA: If you find you're using the same comment over and over again but it's not already in your division's Comment Template, you can add a comment to the shared Comment Template. Start by going back to the folder tree and clicking on your division beneath the "Comment Template" folder. Then click on the "Add Comment" button near the top left corner of the Comment window. Clicking the "Add Comment" button when you're in the Comment Template section creates a new entry in the Comment Template, instead of a new one-time comment in the specific review you're conducting as it does when you're in the All Division Comments section.

Apply	Type	Category	Comment
✓	Zoning	Front-Yards	Article 15, Section 15.5.8(4) allows for an uncovered projection of 6' into the required front-yard setback from a height no greater than 5' above grade. Please revise the site plan to provide measurements to confirm compliance with this provision. If the proposed stairs are not in compliance, please revise the plan accordingly or seek a waiver from the Board of Zoning Adjustments.
✓	Zoning	Front-Yards	Please provide documentation that the average setback of the block is equal to that which is proposed. Otherwise, please revise the plan accordingly or seek a waiver from the Board of Zoning Adjustments.
✓	Zoning	Overlay	This property is located in an overlay district requiring site plan review by the staff of the City Planning Commission. Please provide a copy of the approved drawings bearing the signature of the Executive Director of the City Planning Commission to the Department of Safety and Permits.
✓	Zoning	Sidewalk Cafe	The City of New Orleans only allows stairs and ramps to occupy the entire side yard of a property when proper precautions are taken to prevent the creation of a "dead-end" in the space. Stairs or ramps should be constructed in such a way as to allow free access from the front of the property to the rear. To construct stairs or ramps not in compliance with this policy, two (2) feet must remain open from grade to the sky between the furthest projection of the stairs or ramp in the side yard to the property line to allow access.
✓	Zoning	Parking	Article 15, Section 15.2.3 of the Comprehensive Zoning Ordinance prohibits parking between the front property line and facade of the house. Please revise the plans to remove the proposed front-yard parking or seek a waiver from the Board of Zoning Adjustments. The site currently provides illegal front yard parking which needs to be removed or obtain a waiver from the Board of Zoning Adjustments.
✓	Zoning	Parking - Lakeview	Plans indicate that parking will be provided via a common alley or driveway, a recorded servitude is necessary to ensure that the required off-street parking can be accessed in perpetuity. This servitude must be recorded with the Orleans Parish Registrar of Conveyances.
✓	Zoning	Parking	Article 15, Section 15.2.1 (Table 15.A) requires two (2) off-street parking spaces to be provided outside of the required front-yard setback in all RS, Single-Family Zoning Districts. Please revise plans accordingly or seek a waiver from the Board of Zoning Adjustments.
✓	Zoning	Height in CBD-4	In order to utilize the provisions of Article 15, Section 15.6.7, which waives parking for specific development, all provisions of that section must be met. In order to meet these requirements, the front-yard setback must be within 3' of the average front-yard setback of the block on which the proposed structure is to be constructed. Please provide documentation of the average setback of the block-face and revise the site plan if necessary.
✓	Zoning	Side Yards	Article 15, Section 15.5.9 provides that where a side-yard is not required, but is provided, such yard shall not be less than three (3) feet in width paralleling the side lot line.
✓	Zoning	Rear-Yards	Article 9A, Section 9A.1.8 prohibits front-facing driveways, carport, and garages on properties with rear-alley access. Please revise plans accordingly or seek a waiver from the Board of Zoning Adjustments.
✓	Zoning	Accessory Structure	Accessory structures may only cover up to 40% of the required rear-yard area. Please revise plans accordingly or seek a waiver from the Board of Zoning Adjustments.
✓	Zoning	Accessory Structure	Accessory structures are limited to fourteen (14) feet in building height as defined by the Comprehensive Zoning Ordinance. Please revise plans to indicate the height of the structure to the midpoint of the roof or seek a waiver from the Board of Zoning Adjustments.
✓	Zoning	Height in CBD-4	Article 15, Section 15.6.6 limits paving in the front-yard to 40% of the required front-yard setback. Please revise plans accordingly or seek a waiver from the Board of Zoning Adjustments.
✓	Zoning	Resubdivision	Article 15.5.10(1) allows open or lattice-enclosed fire escapes, fireproof outside stairways, balconies opening upon fire towers, the ordinary projections of chimneys and flues to extend into the rear yard for a distance of not more than five (5) feet. Please revise the site plan to provide measurements to confirm compliance with this provision. If the proposed stairs are not in compliance, please revise the plan accordingly or seek a waiver from the Board of Zoning Adjustments.
✓	Zoning	Conditional Use Approval Required	The proposed use is classified as a conditional use. Please complete the Conditional Use process with the City Planning, including securing approval of final drawings from the Executive Director of the City Planning Commission.
✓	Zoning	Corner-Side Yards	The Comprehensive Zoning Ordinance requires that the side yard setback be equal to the front yard setback. Please revise plans accordingly or seek a waiver from the Board of Zoning Adjustments.
✓	Zoning	Parking - Lakeview	Section 9A.1.8 of the Comprehensive Zoning Ordinance requires that the side yard setback be equal to the front yard setback. Please revise plans accordingly or seek a waiver from the Board of Zoning Adjustments.

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Step 20: Make sure to select your division from the drop-down list in the **Type** column, or you won't be able to save your new comment.

Apply	Type	Category	Comment
✓	Zoning	Lot Depth	A lot depth of 90 feet is required for RD-2. Please seek a waiver from the Board of Zoning Adjustments for the deficiency.
✓	Zoning	50K Review	Article 6, Section 6.1.8 requires a site plan approved by the City Planning Commission prior to the issuance of the building permit. Please contact the City Planning Commission at 658-7033
✓	Zoning	CPC drawings	The submitted drawings for permits do not correspond to the CPC approved drawings. Please return to the City Planning Commission and obtain approval for the revision.
✓	Zoning	CPC drawings	Please return to the City Planning Commission and obtain approved stamped drawings.
✓	Zoning	Side Yard	Article 4, Section 4.6.7 requires a minimum side yard of 3 feet. Please revise the drawings accordingly or seek a waiver from the Board of Zoning Adjustments.
✓	Zoning	2' open to Sky	The submitted drawings do not indicate the location of proposed mechanical equipment. As a reminder, mechanical equipment shall not be located within the side yard if two (2) feet open to the sky can not be provided.
✓	Zoning	Elementary Schools	Article 4, classifies elementary schools as a conditional use. Please submit proof that a conditional use has been secured through the City Planning Commission.
✓	Zoning	Fence	In accordance with Article 15, Section 15.2.3 fences are not permitted to exceed an overall height of 7 feet. Please revise accordingly or seek a waiver from the Board of Zoning Adjustments.
✓	Zoning	Accessory Structure	The proposed accessory structure as proposed contains dwelling space and cooking equipment which is not permitted. Please revise the floor plan to exclude the proposed dwelling space and cooking equipment or seek a waiver of two main uses on one lot of record from the Board of Zoning Adjustments.
✓	Zoning	Bed and Breakfast	In order to be classified as a Bed and Breakfast the structure must be converted to a single-family residential structure. Please submit drawings which indicate the conversion of the double into a single-family residential structure then it may be included in the operation of the bed and breakfast.
✓	Zoning	Multiple main uses	There are multiple main uses on one lot of record. Please seek a waiver from the Board of Zoning Adjustments.
✓	Zoning	Square Footage	Please provide the square footage of the existing structure and the square footages of the additions of the 1st and 2nd floors.
✓	Zoning	Height in CBD-4	As per Article 6, Section 6.13 the height along Magazine Street is limited to fifty (50) feet in height. Please seek a waiver from the City Planning Commission.
✓	Zoning	Conditional Use	There is currently a conditional use located on the site. Please submit to the City Planning Commission to ensure compliance with the Conditional Use.
✓	Zoning	Mechanical Equipment	Mechanical equipment can not be located within the required front yard. Please revise the drawing or submit for a waiver from the Board of Zoning Adjustments.
✓	Zoning	Proposed Use	The permit description indicates that the use is an existing "multi-family" structure, but the drawings indicate a single-family structure. Please clarify as to the extent of the work to be performed.
✓	Zoning	# of Units	Please clarify the total number of units within the existing structure. The site is zone for no more than two units and the request indicates that multiple units existing in the structure.
✓	Zoning	2 main uses	The request proposes two main uses on one lot of record. Please seek a waiver from the Board of Zoning Adjustments and submit evidence that the waiver has been obtained.
✓	Zoning	BZA drawings	Please return to the Board of Zoning Adjustments and obtain Final Approval of the drawings from the BZA staff for BZA # XXX-XX as required by proviso # 1 of the Resolution approving the waiver request.
✓	Zoning	Accessory	Please obtain a waiver from the Board of Zoning Adjustments to permit an accessory structure without a main use.
✓	Zoning	Parking	The plans indicate parking is to be provided in the required corner side yard setback; this is not permitted, please revise or seek a waiver from the Board of Zoning Adjustments

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Step 21: Enter a keyword in the **Category** column - you can type your own word(s) in if nothing appears in the drop-down list.

Apply	Type	Category	Comment
✓	Zoning	Lot Depth	A lot depth of 90 feet is required for RD-2. Please seek a waiver from the Board of Zoning Adjustments for the deficiency.
✓	Zoning	50K Review	Article 6, Section 6.1.8 requires a site plan approved by the City Planning Commission prior to the issuance of the building permit. Please contact the City Planning Commission at 658-7033
✓	Zoning	CPC drawings	The submitted drawings for permits do not correspond to the CPC approved drawings. Please return to the City Planning Commission and obtain approval for the revision.
✓	Zoning	CPC drawings	Please return to the City Planning Commission and obtain approved stamped drawings.
✓	Zoning	Side Yard	Article 4, Section 4.6.7 requires a minimum side yard of 3 feet. Please revise the drawings accordingly or seek a waiver from the Board of Zoning Adjustments.
✓	Zoning	2' open to Sky	The submitted drawings do not indicate the location of proposed mechanical equipment. As a reminder, mechanical equipment shall not be located within the side yard if two (2) feet open to the sky can not be provided.
✓	Zoning	Elementary Schools	Article 4, classifies elementary schools as a conditional use. Please submit proof that a conditional use has been secured through the City Planning Commission.
✓	Zoning	Fence	In accordance with Article 15, Section 15.2.3 fences are not permitted to exceed an overall height of 7 feet. Please revise accordingly or seek a waiver from the Board of Zoning Adjustments.
✓	Zoning	Accessory Structure	The proposed accessory structure as proposed contains dwelling space and cooking equipment which is not permitted. Please revise the floor plan to exclude the proposed dwelling space and cooking equipment or seek a waiver of two main uses on one lot of record from the Board of Zoning Adjustments.
✓	Zoning	Bed and Breakfast	In order to be classified as a Bed and Breakfast the structure must be converted to a single-family residential structure. Please submit drawings which indicate the conversion of the double into a single-family residential structure then it may be included in the operation of the bed and breakfast.
✓	Zoning	Multiple main uses	There are multiple main uses on one lot of record. Please seek a waiver from the Board of Zoning Adjustments.
✓	Zoning	Square Footage	Please provide the square footage of the existing structure and the square footages of the additions of the 1st and 2nd floors.
✓	Zoning	Height in CBD-4	As per Article 6, Section 6.13 the height along Magazine Street is limited to fifty (50) feet in height. Please seek a waiver from the City Planning Commission.
✓	Zoning	Conditional Use	There is currently a conditional use located on the site. Please submit to the City Planning Commission to ensure compliance with the Conditional Use.
✓	Zoning	Mechanical Equipment	Mechanical equipment can not be located within the required front yard. Please revise the drawing or submit for a waiver from the Board of Zoning Adjustments.
✓	Zoning	Proposed Use	The permit description indicates that the use is an existing "multi-family" structure, but the drawings indicate a single-family structure. Please clarify as to the extent of the work to be performed.
✓	Zoning	# of Units	Please clarify the total number of units within the existing structure. The site is zone for no more than two units and the request indicates that multiple units existing in the structure.
✓	Zoning	2 main uses	The request proposes two main uses on one lot of record. Please seek a waiver from the Board of Zoning Adjustments and submit evidence that the waiver has been obtained.
✓	Zoning	BZA drawings	Please return to the Board of Zoning Adjustments and obtain Final Approval of the drawings from the BZA staff for BZA # XXX-XX as required by proviso # 1 of the Resolution approving the waiver request.
✓	Zoning	Accessory	Please obtain a waiver from the Board of Zoning Adjustments to permit an accessory structure without a main use.
✓	Zoning	Parking	The plans indicate parking is to be provided in the required corner side yard setback; this is not permitted, please revise or seek a waiver from the Board of Zoning Adjustments
▶	Zoning		

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Step 22: Enter the comment text you want to save for future re-use in the **Comment** column. It will be saved when you close the Comment window, and you'll be able to select it from any of your division reviews in the future.

Comments - Permit 14-26605-RNVN (RNVN-RSFD)

Refresh Add Comment Delete Comments Update Order Generate Document Notify Applicant Grid Options Show Edit History Spell Check Show All Divisions

All Comments
 Open
 Withdrawn
 Resolved
 All Division Comments
 Plan Review
 Safety and Permits
 Zoning
 All Meeting Comments
 Comment Template
 Plan Review
 Safety and Permits
 Zoning

Apply	Type	Category	Comment
✓	Zoning	Lot Depth	A lot depth of 90 feet is required for RD-2. Please seek a waiver from the Board of Zoning Adjustments for the deficiency.
✓	Zoning	50K Review	Article 6, Section 6.1.8 requires a site plan approved by the City Planning Commission prior to the issuance of the building permit. Please contact the City Planning Commission at 658-7033
✓	Zoning	CPC drawings	The submitted drawings for permits do not correspond to the CPC approved drawings. Please return to the City Planning Commission and obtain approval for the revision.
✓	Zoning	CPC drawings	Please return to the City Planning Commission and obtain approved stamped drawings.
✓	Zoning	Side Yard	Article 4, Section 4.6.7 requires a minimum side yard of 3 feet. Please revise the drawings accordingly or seek a waiver from the Board of Zoning Adjustments.
✓	Zoning	2' open to Sky	The submitted drawings do not indicate the location of proposed mechanical equipment. As a reminder, mechanical equipment shall not be located within the side yard if two (2) feet open to the sky can not be provided.
✓	Zoning	Elementary Schools	Article 4, classifies elementary schools as a conditional use. Please submit proof that a conditional use has been secured through the City Planning Commission.
✓	Zoning	Fence	In accordance with Article 15, Section 15.2.3 fences are not permitted to exceed an overall height of 7 feet. Please revise accordingly or seek a waiver from the Board of Zoning Adjustments.
✓	Zoning	Accessory Structure	The proposed accessory structure as proposed contains dwelling space and cooking equipment which is not permitted. Please revise the floor plan to exclude the proposed dwelling space and cooking equipment or seek a waiver of two main uses on one lot of record from the Board of Zoning Adjustments.
✓	Zoning	Bed and Breakfast	In order to be classified as a Bed and Breakfast the structure must be converted to a single-family residential structure. Please submit drawings which indicate the conversion of the double into a single-family residential structure then it may be included in the operation of the bed and breakfast.
✓	Zoning	Multiple main uses	There are multiple main uses on one lot of record. Please seek a waiver from the Board of Zoning Adjustments.
✓	Zoning	Square Footage	Please provide the square footage of the existing structure and the square footages of the additions of the 1st and 2nd floors.
✓	Zoning	Height in CBD-4	As per Article 6, Section 6.13 the height along Magazine Street is limited to fifty (50) feet in height. Please seek a waiver from the City Planning Commission.
✓	Zoning	Conditional Use	There is currently a conditional use located on the site. Please submit to the City Planning Commission to ensure compliance with the Conditional Use.
✓	Zoning	Mechanical Equipment	Mechanical equipment can not be located within the required front yard. Please revise the drawing or submit for a waiver from the Board of Zoning Adjustments.
✓	Zoning	Proposed Use	The permit description indicates that the use is an existing "multi-family" structure, but the drawings indicate a single-family structure. Please clarify as to the extent of the work to be performed.
✓	Zoning	# of Units	Please clarify the total number of units within the existing structure. The site is zone for no more than two units and the request indicates that multiple units existing in the structure.
✓	Zoning	2 main uses	The request proposes two main uses on one lot of record. Please seek a waiver from the Board of Zoning Adjustments and submit evidence that the waiver has been obtained.
✓	Zoning	BZA drawings	Please return to the Board of Zoning Adjustments and obtain Final Approval of the drawings from the BZA staff for BZA # XXX-XX as required by proviso # 1 of the Resolution approving the waiver request.
✓	Zoning	Accessory	Please obtain a waiver from the Board of Zoning Adjustments to permit an accessory structure without a main use.
✓	Zoning	Parking	The plans indicate parking is to be provided in the required corner side yard setback; this is not permitted, please revise or seek a waiver from the Board of Zoning Adjustments
▶	Zoning	Test	

Keyword Search parking

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