

# **CITY OF CENTERTON PLANNING DEPARTMENT NOTICE**

***DUE TO BEING SHORT STAFFED, EFFECTIVE IMMEDIATELY,  
PLEASE BE AWARE OF THE FOLLOWING  
IMPLEMENTATIONS...***

- STAFF WILL MAKE THEIR BEST EFFORT TO RETURN EMAILS AND PHONE CALLS WITHIN 72 HOURS.
- NEW SUBITTALS WILL NOT BE ACCEPTED WITHOUT A COMPLETED CHECKLIST, REQUIRED SUPPORTING DOCUMENTS AND PAYMENT (NEW SUBMITTALS).
- PARTIAL SUBMITTALS WILL NOT BE PROCESSED. UPON RECEIPT OF A COMPLETE SUBMITTAL, PLANS WILL BE STAMPED AS RECEIVED ON THAT DATE AND DISTRIBUTED TO CITY STAFF WITHIN 48 HOURS.
- PROJECTS WILL BE PLACED ON THE PLANNING COMMISSION AGENDA WHEN ALL COMMENTS & CONCERNS HAVE BEEN ADDRESSED SATISFACTORILY, AND THE PROJECT IS READY TO RECEIVE PLANNING COMMISSION APPROVAL.
- IN-HOUSE MEETINGS WILL BE SCHEDULED BASED ON AVAILABILITY AND ORDER OF SUBMISSION.

**Your cooperation and patience are greatly appreciated through this difficult time and know that we are doing our very best to serve and meet the needs of the public.**

