



DEVELOPMENT SERVICES

435 RYMAN • MISSOULA, MT 59802 - 4297 • (406) 552-6630 • FAX: (406) 552-6053

September 11, 2020

Jamie Erbacher
WGM Group
1111 E Broadway
Missoula, MT 59802

Re: Trinity Mullan Subdivision – 2 Lot Minor, 2340 and 2350 Mullan Road

Dear Jamie Erbacher:

Development Services received your revised application packet for the above subdivision for *2nd Element Review* on September 3, 2020. The element review deadline is September 11, 2020. **At this time, Development Services certifies your application packet as containing all the necessary elements.**

To proceed with Agency Sufficiency Review, please follow the steps outlined below.

Information for Agency Sufficiency Review

An electronic version of your *2nd Element Review* packet will become the “First Agency Sufficiency Review” packet. In lieu of reviewing a hard copy packet, agencies and interested parties will be reviewing your electronic packet via the Development Services web site.

As soon as all sections of the application packet are available online, our office will provide for you the web address to send to agencies and interested parties. So that I can complete uploading the materials, please email to me an updated cover page that states “First Agency Sufficiency Review” under the September 2020 date.

Once you receive the web address for the sufficiency review packet, you will send agencies and interested parties a **hard copy** letter indicating the subdivision is in “*First Agency Sufficiency Review*.” Be sure to include the website address in the hard copy letter. Agencies and interested parties should be given **twelve (12)** working days to review and comment on the subdivision.

The information in the hard copy letter should be duplicated in an email to the same agencies and interested parties, on which I ask you to copy me.

The cover letter and email should include the following:

1. The date agencies and interested parties were notified of the packet’s availability online for Sufficiency Review.
2. The agency review comment deadline.
3. The Sufficiency Review deadline, which should be 3 days after the agency review deadline to allow Development Services time to compile Agency Sufficiency items and send a letter stating whether the packet is Sufficient.

If you have additional questions, please feel free to give me a call at (406) 552-3282 or email me at TripardC@ci.missoula.mt.us.

Sincerely,

Cassie Tripard

Cassie Tripard
Associate Planner
Development Services

encl: agency review list
cc: Mary McCrea, DS
Dave DeGrandpre, DS