



Case Number	Date Received	Case Type	Applicant's Name	Owner's Name	Location	Pin Number	Zoning Permit Number	Date of Resolution	Disposition	Case Notes	Case Planner	Fees
-------------	---------------	-----------	------------------	--------------	----------	------------	----------------------	--------------------	-------------	------------	--------------	------

**Case Number** – Number assigned to each case, project, etc., purpose of this number is for filing and identification of file. Starting number is 10000 continuing in numerical order. If a case is entered but no file is created, the Case Number will be followed by a P (pending) example; 10000P.

**Date Received** – Date determined by Case Planner

**Case Type** – SUP, Map Review, MDP, Variance...

**Case Notes** – Each Case Folder will have a log that is hyperlinked to Case Notes cell so that staff members can track any details or relevant information of the case.

Case Data

### Case Folders:

Individual Case folders will be created using the Case Number and saved in the Case Data folder under Case Folders.

This is where the Template Case Notes Log will be saved for Case Notes and hyperlinked to the Case Notes cell on the Data Spreadsheet.

*Planners will determine what will need to be scanned and saved in this folder. Name format for saved items will be Case Number, Document Name, example – 10000, Sign Application*

Once case is complete, Case Planner would be responsible for turning all completed/finished word documents in Case Folder to PDF.

### Physical File:

Still use color file folders for cases such as Red for SUP cases

Create 2 labels; 1 Label with the Case Number (used for filing) 2 Label with Case Facts (used for quick reference)

*All cases, projects, etc. must be entered on the Case Data Spreadsheet but not all Cases/Projects will need a Case folder or physical file folder i.e. Map Review.*