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KC Strategic Plan reference in letter?

Proof read for spelling and grammar?

Costs identified/described in letter

All pertinent attachments listed/labeled?

Regulatory Note Required and Complete?

Formatted/Delivered in word-searchable doc format?

Potential Annexation Area (PAA) impacts identified?

Any special circumstances affecting processing time?

Advertising required? if yes, cite all pertinent code/laws.

Phone 206-263-9651 Contact person Rick Ybarra Agency: DES/OCROG Report Other Motion X Proviso Ordinance Civil Division Prosecuting Attorney Review Date 3/6/2017 @ 11:17am Version Final Name John Gerberding Dept. Director or Designee Review Date 2/17/2017 @ 1:30pm Version Final NameSun Yang Performance Strategy & Budget Office Review Date Name /// Version Technical Form/Code Reviser Review - Confirm adherence to legislative format Date 3/7/2017 (2) 4:28pm Version Final NameBruce Ritzen, Council Staff Executive Office Review & Transmittal Approval Date 2/17/2017 @ 1:30pm Version Final NameDylan Ordonez ENTRANCE CRITERIA REVIEW EXEC OFFICE (initials) KCC CLERK NA V NA Fiscal note?

Other background information not included in transmittal letter, including explanation of impact to cities, county agencies, or stakeholders