



Christopher J. Brink, AICP  
Director

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September 27, 2022

Jeremy Fadness, P.E.  
WWC engineering  
1275 Maple Street, Suite F  
Helena, Montana 59601

Delivery via email to:  
[jfadness@wwcengineering.com](mailto:jfadness@wwcengineering.com)

RE: Preliminary Plat, Completeness Review  
with Annexation  
West Side Woods Phased Major Subdivision

Dear Mr. Fadness;

Thank you for the quick turnaround of our latest completeness review comments of 9/22.

The application for preliminary plat for West Side Woods has been deemed complete. Sufficiency review will begin on Tuesday, September 27, 2022. You should expect initial sufficiency comments no later than Monday, October 17<sup>th</sup>, 2022.

Per City Code Section 12-2-5(E), Subdivision Application Review, and per MCA Section 76-3-604 (2)(a) pertaining to review of subdivision applications:

*"[w]ithin fifteen (15) full working days after the City notifies the subdivider or subdivider's designated agent that the application contains all of the required materials, the City will determine whether the application and required materials contain detailed, supporting information that is sufficient to allow for the review of the proposed subdivision under the provisions of this title and State law and must notify the subdivider or subdivider's designated agent of the City's determination."*

Staff will work diligently to move this application on to the next stage of review. Please do not hesitate to reach out to a member of the planning staff, or to me directly, if you have any questions of us.

Sincerely,

Christopher J. Brink, AICP  
Director

CJB/cb

Cc: Derek Davis, Sussex Development  
([derek@sussexconstruction](mailto:derek@sussexconstruction))  
File

**Review and Submittal Timelines:**

Original Submittal – 9/16/22  
1<sup>st</sup> Completeness Review Sent – 9/22/22  
1<sup>st</sup> Completeness Response – 9/23/22  
Completeness Confirmed – 9/27/22