

XIV. PROJECT CLOSURE

For projects that do not require construction, or the required improvements to be built or the applicant does not want to proceed with the project, a request to close the account shall be sent to the Transportation Department, attention Plan Check Section, the letter should state the case number, IP number, applicant and engineer, and reason for closure. Plan check staff will review and respond to the applicant on the request and if granted, update the project status to “complete”, which closes out the “IP” case. The accounting program will close out the account 45 days from the “completed or withdrawn” status date. Then the check is issued and sent out within 2 weeks.