COMMUNITY DEVELOPMENT DEPARTMENT
Planning Division

Administrative Exception Process
Generalized Concept

1. Applicant submits required documents via the online portal
2. Planning reviews for completeness
   - If incomplete, additional items requested
3. Fee paid upon completeness
4. Planning reviews and renders a written decision
5. Decision is mailed to the applicant and abutting property owners
6. 2-week appeal period begins
7. After the appeal period, and if no appeal, decision is finalized

Legend
Red = Approximate Timeline
Light blue = Major Step

Post Falls Municipal Code Section 18.20.150: Administrative Exceptions