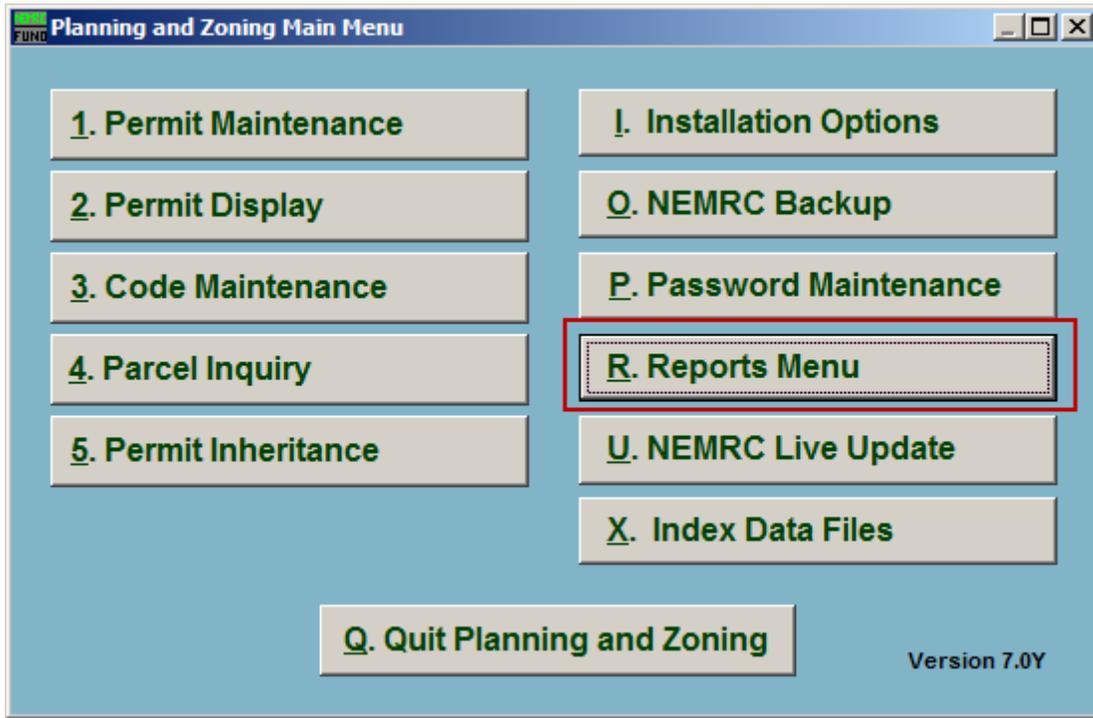


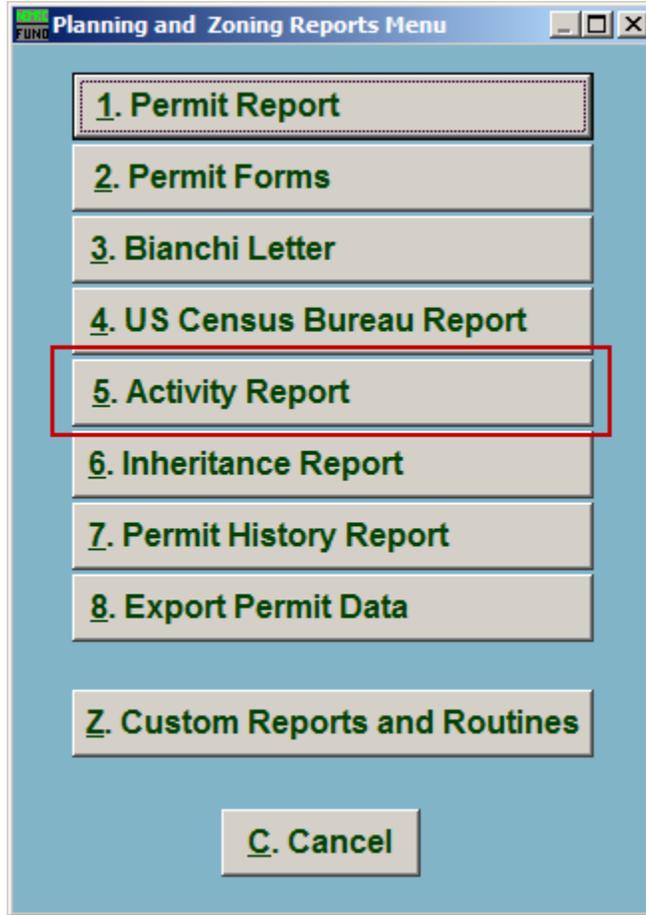
Planning/Zoning

R. Reports Menu: 5. Activity Report



Click on “R. Reports Menu” from the Main Menu and the following window will appear:

Planning/Zoning



Click on “5. Activity Report” from the Reports Menu and the following window will appear:

Planning/Zoning

Activity Report

Permit Activity Report

1 Date range is for application date 06/01/2009 to 06/30/2009 (blanks for all)

2 Select permit type(s)

<input type="checkbox"/> ALL PERMITS	<input type="checkbox"/> On-site wastewater
<input checked="" type="checkbox"/> Access	<input checked="" type="checkbox"/> Sign
<input checked="" type="checkbox"/> Building	<input type="checkbox"/> Site plan approval
<input checked="" type="checkbox"/> Conditional use	<input type="checkbox"/> State
<input type="checkbox"/> Custom/Local	<input checked="" type="checkbox"/> Subdivision
<input type="checkbox"/> Municipal sewer connection	<input type="checkbox"/> Variance
<input type="checkbox"/> Municipal water connection	<input type="checkbox"/> Zoning

3 Display report in the following order:

<input type="radio"/> Parcel number	<input type="radio"/> Type + parcel number
<input type="radio"/> Permit number	<input checked="" type="radio"/> Type + permit number
<input type="radio"/> Owner	<input type="radio"/> Type + owner
<input type="radio"/> Applicant	<input type="radio"/> Type + applicant
<input type="radio"/> Application date	<input type="radio"/> Type + application date

4 Show application fee 5 Subtotal on permit type
 Show estimated cost

6 **Print** 7 **PreView** 8 **Cancel**

1. **Date range is for application date:** Enter the date range for the Permit applications to appear in this report.
2. **Select permit type(s):** Click to check the box next to each Permit type that will appear in this report.
3. **Display report in the following order:** Select what order the Permits appear will in this report.
4. **Show application fee OR Show estimated cost:** Select whether the application fee, or the estimated cost, appears on this report.
5. **Subtotal on permit type:** Click to check this box to have a subtotal appear for each Permit type. This will subtotal the amount chosen from item 4 for each Permit type.
6. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
7. **PreView:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

Planning/Zoning

- 8. Cancel:** Click “Cancel” to cancel and return to the Reports Menu.