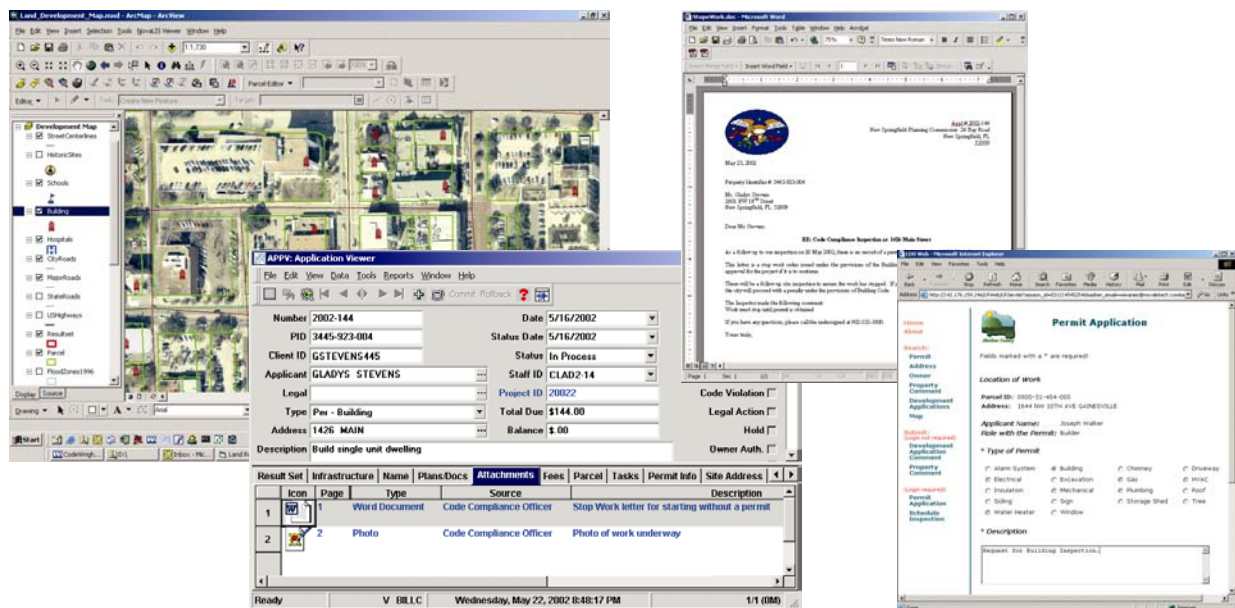## Land Development Office: An Introduction

The processes surrounding the creation of a luxury subdivision, a redevelopment project breathing new life into a downtown core, or providing quality parks and green space are often referred to as growth management. NovaLIS Technologies' Land Development Office provides jurisdictions with the tools required to practice effective growth management.

Land Development Office automates most government land management practices, freeing more time for customer service.

- Permitting and development
- Code compliance
- Subdivision approval
- Licensing

- Inspection
- Document imaging
- Plan review
- Zoning case management

Land Development Office integrates the power of ESRI's geographic information system (GIS) products, providing users with full access to the latest digital mapping technology. It is accessible anywhere at any time through a personal PC to a computer network, the Internet, personal digital assistants (PDAs), and interactive voice recognition (IVR) software.

Land Development Office provides land records agencies with an affordable, off-the-shelf growth management solution that can be tailored to match client-specific business rules and terminology. Its relational database management system (RDBMS), powered by either Oracle or Microsoft SQL Server, is fully scalable. Through its customizable viewers Land Development Office, completely automates workflow practices, ensuring the consistent application of regulations, increasing staff productivity, and improving customer service.
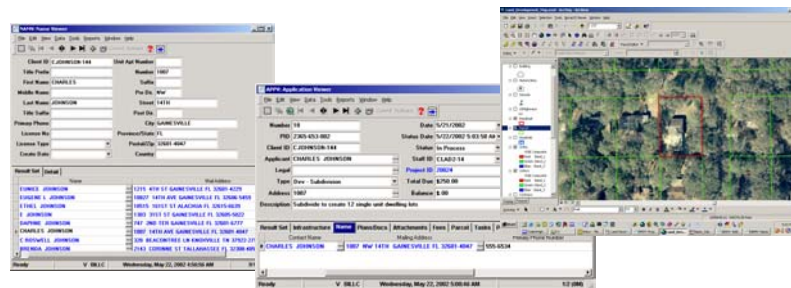
Integration with third-party applications and reporting tools enables you move data seamlessly between applications and saves unnecessary steps. Land Development Office includes sample reports for statistics, forms, fees, activities, and a report generator for additional custom reports.

Permitting & Development

Land Development Office handles the entire range of projects, from those with full review requirements to "over the counter" type permits. Depending on permit type and location, notification letters to property owners within a certain distance of a development application can be built on the fly. Citizens can submit comments about a rezoning or other application over the Web, or simply view zoning or other codes online via their Internet browser. Its Web interface ensures that citizens can easily track and get their own updates on development applications.

Code Compliance & Licensing

Departments charged with growth management must not only actively collect and track information, they must validate that development proceeds in conformance with rules and regulations. Land Development Office spatial queries can be used to display all code compliance violations within a user-selected area, or to prevent permit issuance until all compliance requirements are met. Land Development Office can also confirm that contractors are properly licensed, validate proposed contractors against application types, and generate annual license fee renewal payments. Land Development Office also tracks license activity through to court process, fines, and liens.

Information entered in Land Development Office's name viewer can be displayed in ArcView or MapObjects.

Inspection

Inspection is a vital part of effective growth management practices. Land Development Office enables users to automatically schedule inspections based on geographic location, and closely monitor each inspection stage, enforcing stop work or hold orders on jobs if necessary. Users can print lists and maps of inspection tasks, and automatically generate tasks according to their business rules. You can effectively balance workloads because Land Development Office tracks each inspector's schedule.

It is quick and simple to enter inspection results into Land Development Office. Only minimal keystrokes are required to input inspection reports. From the field, inspectors can tap data into a personal digital assistant (PDA). This data is easily uploaded to Land Development Office once the inspector returns to the office. Inspectors may also use interactive voice recognition (IVR) software to record inspection results in real time by telephone.

Plan Review & Application Approval

Successful growth management requires the ability to effectively track large amounts of information over time and coordinate reviews or applications. Land Development Office gives departments responsible for growth management the ability to track the entire life cycle of any project. For example, users can track all the development activity to come out of a rezoning approval, or flag a property for special treatment. Specific Land Development Office review functions include
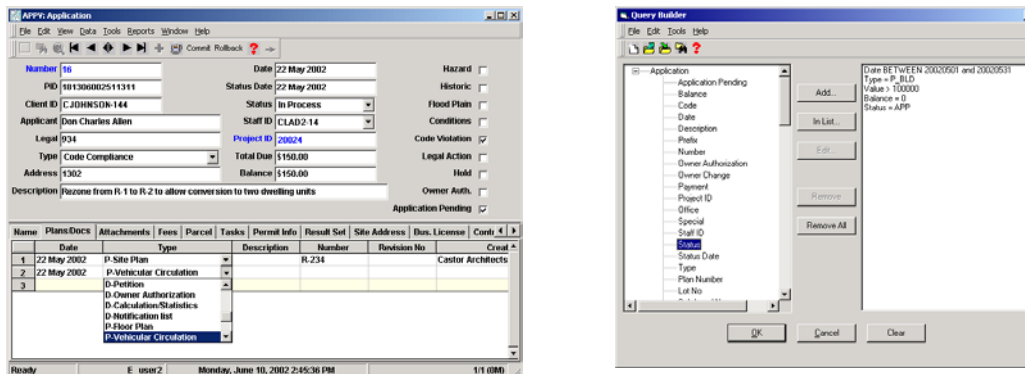
- Flag a property for special review (environmental, historic, hazard, etc.)
- Track conditions applied to a property as it goes through stages of development
- Automatically generate review tasks according to custom business rules

Data Entry, Sharing, & Management

Data entry can be a time-consuming and tedious requirement for growth management agencies. With Land Development Office, users can increase the speed of data entry, decrease errors, and avoid duplicate entry of information. Its interface provides data entry clerks with user defined screen layout, pick lists, calendar picks, and pop-up windows to enter information more easily. Land Development Office will also tell you immediately if a development proposal is not permitted by the zoning of the property.

Land Development Office eliminates the need for typing the same information more than once by enabling users to copy information from one form to another. Mass updates, and automatic fee calculation according to a client's business rules, also improve the efficiency and accuracy of data maintained by Land Development Office.

Once information is entered into Land Development Office and saved, any user (subject to user security) can access the information. Customer service representatives have access to all the information necessary to answer customer questions. In addition to map and tabular information, photos, scanned documents, and CAD drawings can also be attached and viewed within Land Development Office.

Dropdown menus enable users to enter information quickly. The Query Builder helps users quickly search for and retrieve information.

Information is readily available and easily shared among system users. For example, when a user saves review comments, the information is instantly made available to all users. Email can be used to automatically notify system users or outside review agencies of tasks or changes to the system. Full security features in Land Development Office also ensure edits and approvals are done by appropriate staff.

Tracking projects is simple using custom views in Land Development Office. At a glance, users can view activity at any point in time on a property or group of properties. With a few keystrokes, users can display activities such as
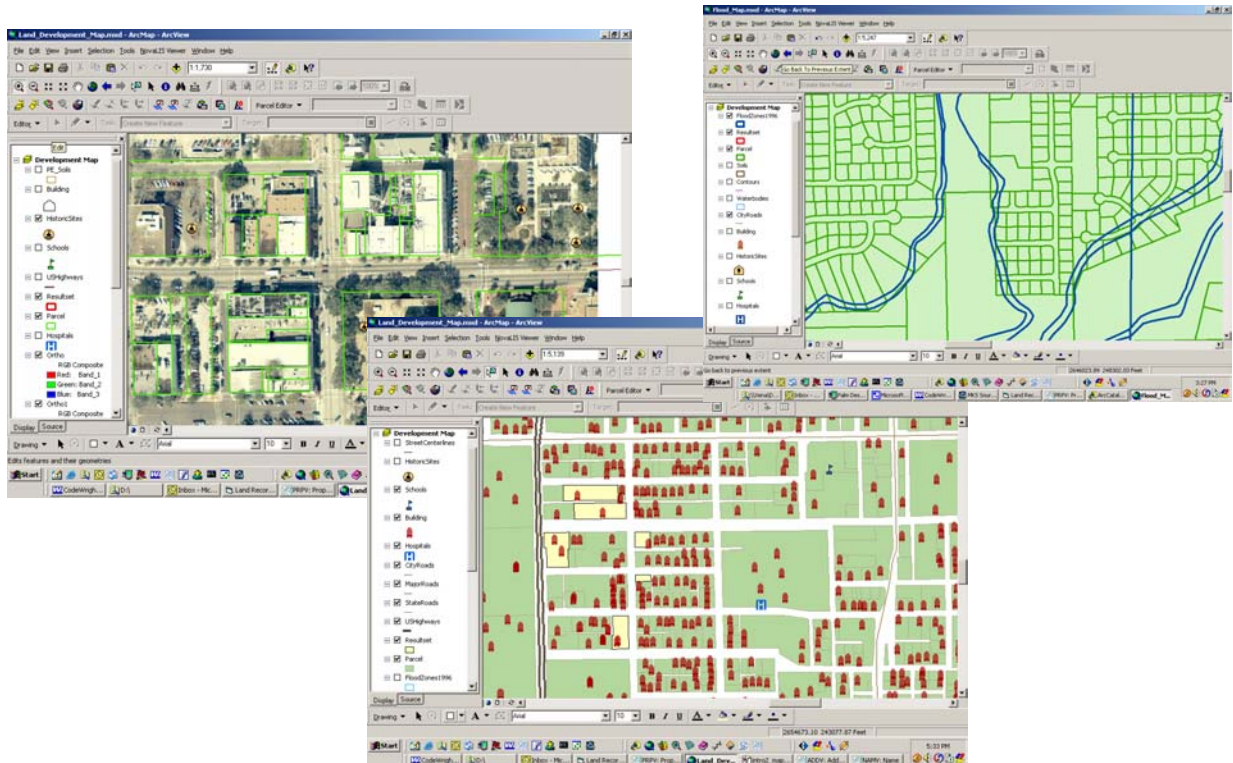
- Spatial distribution of code compliance activity
- Growth patterns by volume of permit activity
- All business licenses on a property
- Summary information of all applications on a property

Simple searches for information are done within the Land Development Office viewer; users can query on property, permit or any other attribute to access information. When searching for information, Land Development Office's Query Builder enables users to perform more complex searches and to save these queries to run on a regular basis.

GIS Enabled

Land Development Office provides complete integration with ESRI's ArcGIS, MapObjects, and ArcView products, as well as NovaLIS Technologies' own Parcel Editor software.

GIS integration enables automatic generation of documents such as personalized letters to notify property owners of land development within a prescribed distance of their property. Users can display spatial and tabular views together within Land Development Office to quickly identify and retrieve the correct property information.

The GIS capabilities of Land Development Office enable users to map information such as historic sites, workflow tasks, and flood zones.

Land Development Office's GIS functionality enables users to display the distribution of permits and upcoming inspections on a map for ease of task distribution, and for planning inspection routes. Users can access all the features available in their GIS system for full analysis capabilities.

With Land Development Office's GIS functionality, users can perform activities such as immediately identifying properties in environmentally sensitive areas or historic districts for special treatment. Additionally, they can identify agencies to circulate applications to based on spatial criteria, or reject applications because of proximity to land being used for the same purpose.
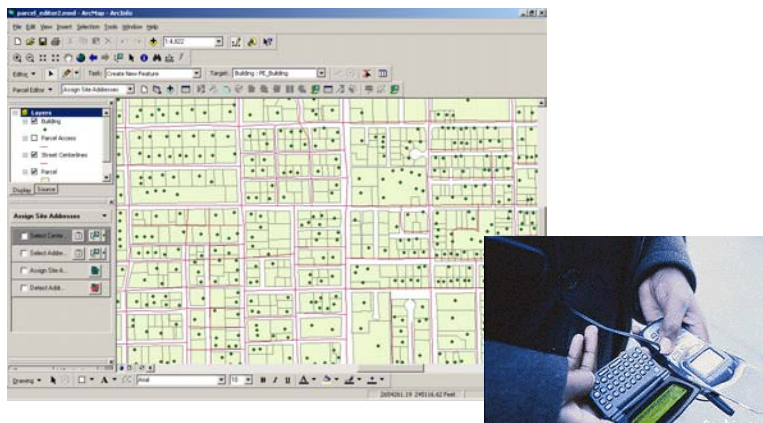
Open System & Designed Integration

Information stored in Land Development Office's database is completely accessible through NovaLIS' other integrated land records management solutions: Assessment Office, Parcel Editor, and GATE.

From within Land Development Office, users can attach and view photos, documents, spreadsheets, scanned images, and CAD drawings.

Land Development Office can also save and retrieve information from other applications within a user's records management system. It can write data to or read data from other corporate databases linked to the system, and connect to financial systems for fees and deposits.

Land Development Office enables citizens to apply for permits and other land development applications online via the Internet. Applicants may review statutes and check on the status of their application from the convenience of their homes or offices, anytime of the day or night.

Land Development Office integrates with NovaLIS' Parcel Editor software enabling edits made on the spatial side to be viewed on the attribute side and vice versa. Using pocket PCs or cell phones, users can access and update Land Development Office from the field.

Customization

Users can effortlessly generate tasks, documents, reports, and email messages using Land Development Office's customizable workflow technology. Land Development Office can automatically:

- Generate renewal notices for annual licenses
- Identify permits ready to issue
- Prompt for renewals, due dates or follow-up
- Use email to notify customers or staff of status changes
- Automate period reports for elected officials, senior levels of government

Land Development Office's flexibility makes customization a breeze. Users can create items such as planning commission agendas – customized with their logo and contact information. Using third-party reporting tools, it enables users to customize documents such as growth management reports showing development activity in an area for a specified time period.

The Visual Design Tool gives users the power to customize Land Development Office with their terminology and their own layout. A simple drag-and-drop tool lets users make alterations to quickly respond to changes in business rules.