Preliminary assessment note — extension and garden shed

LINDBERGH FORMATION — 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114

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Minor works declaration in an urban zone · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. *Preliminary assessment is the preparatory work that checks the project against the applicable rules, before the case officer takes a view.* **Every point carries the article of the municipality's rulebook against it, and the document the value is taken from.**

The applicable rulebook

Element	Value	Source
Municipality and zone	Urban zone of the local plan	Zoning map
Version of the rulebook	**In force, with the date of the resolution that adopted it**	**This is the first point where a file goes wrong when a municipality amends its plan mid-year**

The project, rule by rule

Rule	Project value	Ceiling or requirement	Finding
Floor area after works	**178 m²**	—	Determines the applicable procedure
Ground coverage	**41 %**	**40 %**	**Excess flagged — calculation set out in plain terms under the line**
Height	Compliant	Zone ceiling	Compliant
Siting relative to boundaries	Compliant	Minimum zone setback	Compliant
External appearance and parking	Compliant	Zone requirements	Compliant
Garden shed	**9 m²**	Zone threshold	**Stays under the threshold that would require a different procedure**

Ground coverage is the surface the building occupies on the ground, as a share of the plot.

Every dimension is tied to the document that carries it: a value that has not been read is never written, it is requested.

The service's comparables

Situation	Files	Outcome retained by the service
Comparable files over 8 years	**34**	Same zone, same nature of works
Excess of ground coverage below 2 points	**6**	**5 requests to amend the project, 1 refusal**

What is handed to the case officer

Document	Status

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Full preliminary assessment note	**Ready, article by article**
Points to check on site	Named, with the reason
Draft approval with the amendment	**Drafted**
Draft refusal reasoned on the six-point template	**Drafted**

The result measured over the quarter

Measure	Value	Reading
Notes confirmed as they stood by the officer	**268 out of 312**	—
Notes corrected	44	**No correction bore on a dimension or on a document**
Preliminary assessment	**100 % → 18 % — 50 min → 9 min**	**608 hours across 890 minor works declarations**

> **The officer spends those 9 minutes on what only he can do: judge.** The note does not replace his judgement, it gives him back the time to exercise it — and the opinion, then the signature, stay where they belong.

For the service to settle

Types of file on which the note goes out by itself: _____

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> https://bluelemonagent.ai/en/secteur-public/metiers/agent-ia-instructeur-urbanisme

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