



Preliminary assessment note — extension and garden shed

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

Document issued on 24/09/2026

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

LINDBERGH FORMATION — a simplified joint-stock company with share capital of €250,000 · Registered office: 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114 · SIRET 817 946 114 00029 · VAT FR 60 817 946 114 · "Blue Lemon Agent" trade mark · Training-provider registration no. 119 108 635 91 (Île-de-France prefect — this registration does not amount to State approval) · Qualiopi certified, no. 03896, for the "training actions" category · contact@bluelemonagent.ai · dpo@bluelemonagent.ai · Hosted in France.

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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