Minor planning declaration — completeness check at the counter

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

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The quarter's 56 files · fictional document

Fictional document — demonstration example

This document is produced by the Blue Lemon Agent website to illustrate what an AI agent hands to its users. The companies, matters, amounts and people in it are invented. It has no legal, accounting or commercial value.

Fictional document, produced for the demonstration. **The agent checks completeness, prepares the receipt and hands over the pre-processing note that sets the project against the rules of the planning document. The shared service's case officer confirms or corrects it and writes their opinion; the decision belongs to the mayor, and it is their signature that makes it challengeable before an administrative court, and therefore defensible.**

The applicant is the person filing the permission request. Completeness is the check that every document required by the form is present. Pre-processing is the preparatory work that sets the project against the rules of the planning document, before the case officer rules on it.

What the agent does on a filed application

Step	Duration	Result

Comparison of documents filed against the list on the slip	**3 minutes**	**List of missing documents, one by one**
Preparation of the filing receipt	immediate	**With the processing deadline printed on it — ready for signature**
Pre-processing note	**immediate**	**Every compliant point, every point to be checked on site, every further document — with the zone regulation article alongside**
Assembly of the transfer file	immediate	Complete and in order, ready to go to the processing service
Processing	—	**Shared service of the inter-municipal body**
Decision	—	**The mayor**

What the case officer and the mayor do with the note

What the note carries	What becomes of it
The project set against the written rules of the zone — footprint, height, siting, external appearance	**Confirmed as it stood 39 times out of 47 by the processing service, corrected 8 times**
Points to be checked on site and further documents to request	**All 8 corrections concern on-site judgements, never a document nor a measurement**
Opinion and decision	**The opinion belongs to the processing service, the decision to the mayor — and it is their signature that makes it challengeable, therefore defensible**

The result measured over the quarter

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Measure	Last year	This quarter	What it changes for the resident
Files complete on filing	**31 out of 56**	**56 out of 56**	**An answer on the day of filing instead of a missing-documents letter three weeks later**
Round trips with applicants	**25**	**0**	As many journeys avoided
Files sent late to the processing service	**4**	**0**	**The deadline printed on the receipt is met**
Breakdown	—	47 minor declarations, 9 building permits	—

What is flagged without being asked

Finding	Volume	What the agent does	Who decides
Minor declarations concerning works already started	**3 out of 47**	**It assembles the three files — filing date, date visible on the photographic document — and writes the reminder letter on the municipal template, ready to sign**	**The mayor**

> **Two stretches of time are won on planning: that of the incomplete files that go back and forth, and that of the processing that starts again from scratch. The counter check removes the first; the pre-processing note clears the second.**

For the municipality to settle

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Action taken on the 3 files concerning works already started: _____

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https://bluelemonagent.ai/en/secteur-public/metiers/agent-ia-secretaire-de-mairie

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