



Plot Application Processing

1. The applicant/applicants make an application in the electronic application service.
 - 1.1. If the application needs to be supplemented or revised, the application handler returns the application to the applicant for editing or providing more information. The handler cannot edit the application, but the applicant must do it by themselves. The application status will change to "Submitted" ("Palautettu") and the applicant will automatically receive an email notification.
 - 1.2. The applicant makes the required changes and resubmits the application in the application service. When the application has arrived in the application service, its status changes to "Under review" ("Tarkistettavana"). After the application handler has checked the changes and marked the review as successful the applicant will automatically receive an email notification.
2. When the application is successfully received, its status changes to "Received" ("Vastaanotettu") and the applicant automatically receives an email notification.
3. The bid price of the **plots sold based on bids** is encrypted. The bid prices are not visible to the application handler during the application period but can only be seen when the bids are decrypted after the application period closes. The handler cannot influence or change the bid prices at any stage. After the bid prices are processed, an initial decision proposal will be sent to the applicant by email. The application status will change to "Decision proposal" ("Päätösesitys"). The applicants who did not receive a plot, will be sent a message about the negative decision. The application status will change to "Negative decision proposal" ("Kielteinen päätösesitys").
4. **Plot draw** is held in spring and in autumn. Plots are drawn directly in the application service. On the day of the draw, the application handler fetches the applications received during the application period as a table and changes their status to "In Process". Next, the handler begins the draw in the system by clicking the execute button. As soon as the results are obtained, an email about the initial decision proposal will be sent to the applicant's email. The application status will change to "Decision proposal" ("Päätösesitys"). After this, the handler sends a message about the negative decision to applicants who did not receive a plot. The application status changes to "Negative decision proposal" ("Kielteinen päätösesitys"). The system performs all the actions in relation to the draw automatically and the handler cannot influence the draw or the results of the draw in any way.
5. The application handler prepares the official municipal official's decisions, and after the city geodesist has signed the plot decisions they will be sent to each plot recipient's email or home address specified in the application.
6. Everyone who has applied for a plot will be sent a decision notice about all the plots they had applied for. A claim for a revised decision can be made within 14 days of the plot decisions.
7. The plots that were not reserved and that were withdrawn from the plot bid application are put up for continuous application.
8. Plots withdrawn from the fall application round are put up for the fall additional application round. In the case that after this round there are cancellations (cancellation of a plot reservation or termination of lease), the plots will be put up for a draw in the spring additional round in the following year.
9. The plots withdrawn from the spring additional application round are put up for continuous application.
10. The plots for purchase in the continuous application are put up for the plot bid application in the following spring to be offered again.