

Preliminary Site Plan Process

Contact Planning Division for Pre-Application Meeting to discuss process and regulations
(Time: 3-5 Weeks Before Application Submission)

Application Submittal (Day 1)

Planning, Engineering, and Fire Review Plans and Provide Preliminary Comments

Planning Commission Information Session (Day 28)

*Applicant Resubmits from PC Feedback and Staff Reports (Day 41)
Applicant applies for any variances through Zoning Board of Appeals
Staff provides applicant Staff Report for Planning Commission Meeting*

*Planning Manager certifies resubmission meets all necessary submission and requirements; places case on agenda and produces Staff Report.
Otherwise, another resubmission is needed.*

Planning Commission Site Plan – Case and Decision (Day 56-63)

Proceed to Final Site Plan
(Zoning, Building, Engineering, Fire, WRC)

*Note: Staff may determine Site Plans involving existing sites and smaller improvements that do not need many conditions of approval may forego the information session.
This decision is staff's discretion.*