

SITE PLAN REVIEW

SITE PLAN REVIEW PROCESS CHART

TIMELINE

Timeline is a guide and is subject to change

OPTIONAL PRE-APPLICATION CONFERENCE!
 PRIOR TO STEP 1, APPLICANT MAY MEET WITH THE ZONING ADMINISTRATOR TO DISCUSS HURDLES AND TO HELP ENSURE ALL APPLICATION MATERIALS ARE TURNED IN ON TIME (SEE CHECKLIST ONLINE)

1 APPLICANT
 PROVIDES ZONING ADMINISTRATOR APPLICATION, FEE & 3 COPIES OF SITE PLAN
 THE ZONING OFFICER MAY ACCEPT A PLOT PLAN FOR PROJECTS \$350,000 OR LESS IN VALUE

2 ZONING ADMINISTRATOR
 REVIEWS APPLICATION FOR COMPLETENESS

3 JOINT SITE PLAN REVIEW
 REVIEWS OCCUR WITHIN CITY DEPARTMENTS AND OTHER AGENCIES
 PUBLIC SAFETY, FIRE, POLICE, PLANNING, SOIL EROSION, BUILDING, TRANSPORTATION

PROJECTS OVER \$350,000 SHALL BE REVIEWED BY PLANNING COMMISSION

PROJECTS \$350,000 OR LESS IN VALUE - SITE PLAN MAY BE APPROVED BY STAFF HOWEVER STAFF MAY REQUEST APPROVAL BY PLANNING COMMISSION

4 ZONING ADMINISTRATOR
 ZONING ADMINISTRATOR COMMUNICATION WITH APPLICANT. APPLICANT SUBMITS 12 COPIES OF SITE PLAN FOR PLANNING COMMISSION REVIEW

5 PLANNING COMMISSION REVIEW
 PLANNING COMMISSION REVIEWS SITE PLAN

6 PLANNING COMMISSION DECISION
 PLANNING COMMISSION DECIDES UPON SITE PLAN
 ZONING PERMIT IS ISSUED UPON APPROVAL OF SITE PLAN.
 ZONING PERMIT EXPIRES UNLESS CONSTRUCTION HAS BEGUN WITHIN ONE YEAR OF APPROVAL.

OPTIONAL

30-45 DAYS PRIOR TO PLANNING COMMISSION MEETING

WITHIN 5 DAYS OF APPLICATION SUBMITTAL

WITHIN 15 DAYS OF APPLICATION SUBMITTAL

15-30 DAYS PRIOR TO PLANNING COMMISSION MEETING

WITHIN 30-45 DAYS OF APPLICATION SUBMITTAL

WITHIN 60 DAYS OF SITE PLAN REVIEW

This flowchart provides an overview of the site plan review process, for complete details please see Zoning Ordinance Article 20.
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