



DEPARTMENT OF PLANNING AND DEVELOPMENT

Planning & Zoning Division

Suzanne Wilcox, Director

Sheldon A. Neeley

Mayor



SITE PLAN REVIEW APPLICATION PROCEDURES (NON-SRU)

STEP 1: PRELIMINARY DISCUSSION / ZONING COMPLIANCE

Applicant confirms zoning compliance with zoning staff.
Applicant receives application and site plan review checklist.
Department schedules a pre-development Project Team Meeting to allow applicant to discuss the project and conceptual plans with relevant City departments.

STEP 2: APPLICATION & PRELIMINARY SITE PLAN SUBMITTAL

Applicant submits completed application and non-refundable fee.
Applicant submits site plan checklist
Applicant submits 7 copies of preliminary site plans created by a licensed engineer/architect.

STEP 3: PRELIMINARY REVIEW

The application and site plans will be reviewed by staff or consultant and routed to various City departments. Per City Code, staff has a minimum of 15 business days to complete preliminary review.

STEP 4: RETURN STAFF FINDINGS

Staff returns comments on preliminary site plans.
Staff may request additional information or advise the applicant on changes or revisions to the submittal.

STEP 5: FINAL SUBMITTAL

Applicant will submit 12 final site plan sets, folded, with 3 of the sets signed and sealed by a licensed engineer/architect.
The case will be assigned to a meeting date and placed on the Planning Commission Agenda.
The complete and final sets must be submitted at least 7 business days prior to the desired meeting date.

STEP 6: PLANNING COMMISSION SITE PLAN REVIEW

Planning Commission reviews the site plan to determine its compliance with the requirements of the Zoning Ordinance and standards. The Planning Commission shall either:

