Step 1-Prior to Building Construction Process

Start

Project Concept Meeting with Applicant & City Staff

(Planning/Engineering)

Applicant submits complete application to Zoning Administrator[1].
See applicable Application for necessary submittals

Staff begins processing application.

- Plans are reviewed by City development team-planning.
- Zoning notices are sent to all property owners within 500 feet of the property under application and 1/4 of a mile for unincorporated areas.
- Staff reports are completed.
- Legal notice & publications as required
- Revisions may be requested.

- Project is scheduled for Planning Commission
- Applicant receives reports from Planning Department.

PUBLIC MEETING/HEARING
Staff presents report

Applicant is present for planning commission meeting

Planning Commission sends recommendations to City Council[2]

Applicant is present at City Council Meeting when report is presented[3]

Council Approves – with or without conditions

Council Denies: A withdrawn or denied application may be re-filed, subject to certain conditions. (Process is repeated)

Begin Building Process (see process)

NOTES:
[1] Submittal is approximately 21 days prior to Planning Commission meeting
[2] Approximately 7 days between Planning Commission and Council Meetings
[3] Maximum 60 day development approval process once complete application materials submitted