

ADMINISTRATIVE

Development Review Process

July 29, 2009

Pre-Application

Pre-Application Meeting with a Planner assigned based on geographic area.

Planner decides if LDTC review is required.
(LDTC is an initial review by City Agencies; Fire, Traffic, Parks, Engineering.)

Planner decides if a neighborhood meeting is required to facilitate initial issue identification. Notification and posting is required.

Applicant is authorized to submit formal application.

Internal Review

Formal application submitted with fees.
Planner determines if application is complete.

Application accepted by Land Use Review and distributed to internal and external agencies for review and comment period.

Neighborhood meeting and/or notification if deemed necessary.
This may included property posting and adjacent neighbor HOA notification.

Comments are received from City Departments, external agencies, and neighbors. Planner reviews application for compliance with Code criteria.

Planner prepares review letter outlining issues and comments received during the comment period that must be addressed.

Applicant submits revised plans addressing issues and comments as outlined in review letter.

Final Disposition

Planner sends applicant and neighborhood representative a letter setting forth the administrative decision to approve, approve with conditions, or deny the application.

Appeals can be filed within 10 Days.

Applicant proceeds to building permit and construction.

Application is scheduled for Planning Commission Review.