BE

STEP

**SUBMIT** 

INFORMED! Introduce yourself to how our development review works.

GOAL: Make sure your development idea is feasible.

**SCHEDULE INFORMAL** 

your proposal.

They iden-

tify what you

need to make

a complete

application

timeline.

and discuss

the anticipated

You submit a formal application **MEETING** with the information, plans and You meet with fees identified in the appropri-Development ate city checklist(s). Your plans Review Comare reviewed by DRC staff and mittee (DRC) outside agencies, if required. staff from various departments to review

**APPLICATION** 

**STEP** 

Within 15 working days, staff determines completeness. If complete, staff provides a tentative review schedule in writing. If incomplete, staff identifies specific items required to make the application complete.

Dependent on specific circumstances, you may wish to schedule a neighborhood meeting at this point.

STAFF **REVIEW** 

Once an application is complete, DRC staff meets to discuss their comments. Applicants with larger projects are encouraged to schedule a face-to-face meeting to receive DRC comments.

**STEP** 

You revise your plans to address DRC comments. The extent of revisions varies. depending on the nature of the required revisions.

The first staff review typically takes 10-12 working days. Subsequent reviews may take less time.

Planning staff coordinates comments from all departments into a single report.

**PLANNING COMMISSION** 

**STEP** 

**REVIEW** The Planning Commission holds a public meeting or hearing on your application, dependent on the type of application.

The Commission typically recommends approval with conditions or denial with findings and moves the application forward to the City Council.

**CITY** COUNCIL **REVIEW** 

STEP

Staff prepares a report with a recommended motion, a summary of the Planning Commission meeting, and a copy of the Planning Commission staff report and minutes.

If a development contract is required, staff prepares the contract and you submit an executed copy prior to the City Council meeting

**POST APPROVAL** 

Assuming a positive outcome, you receive a letter from the city with a copy of the approving resolution attached.

**STEP** 

For larger projects, staff contacts you to set up a meeting with your entire team to review what you need to provide before the city will issue a building permit.



**Development** Review **Flowchart** 

**PLAN REVIEW** 

For new one and two family home construction, review takes a maximum of 5 business days upon receipt of a complete application and supporting documents. Up to 5 additional days may be needed to evaluate any revised plans and documents.

For commercial/industrial/multi-family construction (new and additions), review takes a maximum of 10 business days upon receipt of a complete application and supporting documents. With input from various city departments, Building staff provides a letter detailing any plan deficiencies. Up to 10 additional days may be needed once revised plans and documents

**OBTAIN** BUILDING **PERMIT** 

When the permit and plans are ready for issuance, staff contacts you with the permit fee amount.

The stamped approved plans and inspection record card must be kept on the job site until all inspection approvals are made.

**INSPECTIONS** You must

contact the

SCHEDULE

**Building Divi**sion to arrange for required inspections. Inspection requests for specific times will be honored whenever possible. If the requested time is not available. the customer will be advised so that an alternate time or the next business day can be

**RECEIVE CERTIFICATE OF** 

**OCCUPANCY** Once all work is completed and all required final inspections approved, upon request, the Building Division issues a certificate of occupancy.

**SUBMIT PERMIT APPLICATION** 

You submit a formal application with all plans and supporting documents identified in the appropriate city checklist.

are submitted.

OTHER

**PERMITS** 

In addition to

the building

permit, you

will need to

obtain permits

for sewer/wa-

ter, plumbing,

and electrical

systems, fire

sprinkler and

tems and sign

alarm sys-

installation.

mechanical

selected.

**STEP**