

# SITE PLAN REVIEW PROCESS CHART

# TIMELINE

*OPTIONAL PRELIMINARY APPLICATION MEETING*  
Prior to step 1, applicant may meet with the Zoning Administrator to discuss hurdles and help ensure all application materials are turned in on time (see checklist online)

OPTIONAL



## APPLICANT

Provides Zoning Administrator application, fees and plot plan or site plan.

30-45 DAYS PRIOR TO PLANNING COMMISSION MEETING



## ZONING ADMINISTRATOR

Reviews application for completeness. If complete, places site plan on agenda of next Planning Commission meeting.

WITHIN 7 DAYS OF APPLICATION SUBMITTAL



## JOINT SITE PLAN REVIEW

Reviews occur within City Departments and other agencies  
*Fire, Police, Planning, Department of Public works, Assessor*

WITHIN 14 DAYS OF APPLICATION SUBMITTAL



## ZONING ADMINSTRATOR

Zoning administrator communication with application. Applicant submits a physical copy of the site plan review and a digital copy.

WITHIN 30 DAYS OF APPLICATION SUBMITTAL



## PLANNING COMMISSION REVIEW & DECISION

Planning Commission reviews the site plan, either in two meetings with a preliminary review and final review, or combined with Zoning administrators' recommendation. Planning Commission will give their final review and approval.

WITHIN 60 DAYS OF SITE PLAN REVIEW