

General Development Process & Timing

In general, the process would be as follows:

1. A pre-application conference (PAC) should be scheduled – discuss beforehand what the project would entail (platting, site plan, infrastructure improvements, etc.) and identify possible “red flags” that may apply.
 - a. PAC’s are held every Tuesday
2. Confirm proposed use is allowed by existing zoning. If not, zoning change will be required.
 - a. Zoning change/approval typically takes 5-6 weeks.
3. Preliminary Plan required if public improvements are needed
 - a. If application complete, 10 working days review turnaround with staff comments
4. Drainage study submitted and reviewed if required
 - a. If application complete, 15 working days review turnaround with staff comments.
5. Public improvement plans (if required) submitted and approved
 - a. If application complete, 15 working days review turnaround with staff comments
 - b. Improvements would need to be constructed and accepted, or surety put up, **before** a plat can be submitted
6. Plat, if required, submitted and approved
 - a. If application complete, 10 working days review turnaround with staff comments
7. Site plan submitted and approved (for non-residential uses only)
 - a. If application is complete, 10 working days review turnaround with staff comments.
8. Building plans submitted and approved
 - a. Review turnaround varies depending on project load. Generally, review turnaround with staff comments within 15 to 20 working days
9. Building permit issued

The steps above do not necessarily have to be done in a sequential order. Explanation below:

- Item 1 does need to occur first.
- Item 2, if needed, recommended to be done before proceeding.
- Items 3, 4, and 5 could be done concurrently but is not recommended
 - It’s recommended to get preliminary plan in and reviewed before spending a lot of time and money on improvement plan and drainage study
- Items 3 and 4 can be done concurrently
 - Preliminary plan would have to be approved before a drainage study can be approved
 - Drainage study would have to be approved before improvement plans can be approved
 - Improvements would have to be completed and accepted or a surety would have to be provided **BEFORE** moving on to Item 5
- Items 5 – 7 could be done concurrently
 - Plat would have to be approved before the site plan could be approved
 - Site plan would have to be approved before building permit plans could be approved (site plan and building plans could be submitted and be going through the review process while plat is going through approval process)
 - Once plat is approved, site plan could be approved, then building permit plans could be approved.
- Item 8 could be done