



Development Services Application Process

Step 1

- **Preliminary Application Conference - Fee: 0.00**
- Not required but highly recommended

Step 2

- **Zoning Change - Fee: \$816.00**
- If required - Application and Fee → Processing and Public Notifications → P&Z Public Hearing → CC Public Hearing 1st reading → 2nd Reading → Approved or Denied
- If not required - Continue to Step 3

Step 3

- **Preliminary Plan - Fee: \$350 + \$10.00 per acre over 1 acre**
- If required - Application and Fee → Processing → DRC Review → Admin Approval
- If not required - Continue to Step 4

Step 4

- **Drainage Report - Fee: \$250.00 + \$10.00 technology fee + \$3.00/acre**
- If required - Application and Fee → Review → Approved or Denied
- If not required - Continue to Step 5

Step 5

- **Public Improvement Construction Plans - Fee: \$250.00 + \$10.00 Technology fee + 1% of project cost (due at plan approval)**
- If required - Application and Fee → Review → Construction or Surety → Admin Approval
- If not required - Continue to Step 6

Step 6

- **Platting - Final Plat Fee: \$510.00 + \$10.00 per acre over 1 acre, Minor Plat Fee: \$459.00 + \$10.00 per acre over 1 acre**
- If required - **Final Plat** - Application and Fee → Processing → DRC Review → P&Z Hearing → Approved or Denied
- If required - **Minor Plat** - Application and Fee → Processing → DRC Review → Admin Approval
- If not required - Continue to Step 7

Step 7

- **Site Plan - Fee: \$0.00 (Commercial Use Only)**
- If required - Application → Processing → DRC Review → Admin Approval
- If not required - Continue to Step 8

Step 8

- **Building Permit - Fee: Plan Review Fee: 0.001%, Permit Fee: 0.003% of project cost (total fee is .4% of project cost)**
- If required - Application and Fee → Processing → Review → Admin Approval
- If not required - No further steps