SP & ZMA Review Process

Mandatory Pre-App Meeting

Applicant must submit pre-app request form to schedule this pre-app meeting

Exploratory Pre-App Meetings

(Optional)

Applicant must contact appropriate staff to schedule

Pre-App Meeting Comments

Staff will provide to applicant within 10 days of meeting

Follow-up Meeting with Staff

(Optional) and/or

Pre-App Work Session with

Planning Commission

(Optional)

Application Submittal day

(3rd Monday of each month) Pre-App meeting comments must be addressed in submittal

Application checked for completeness

Staff notifies applicant within 10 days of Application Submittal day if it is complete or incomplete

Complete Application/Fee paid

Once deemed complete the applicant must pay the required fee within 15 days of the Application Submittal day and review by

staff may then begin

Community meeting

The applicant conducts a meeting with the surrounding community and must be held at some point prior to the applicant receiving 1st staff comments

1st staff comments

The applicant will receive comments within 46 days from the Application Submittal day

Incomplete Application

The applicant may have up to 10 days from the **Application Submittal day** to provide missing information

Rejected

If the information is not received by the 10th day after submittal then the application will be rejected and will be eligible to be submitted by the next Application Submittal day

PC Work Session

(Optional)

At some point after the application is deemed complete the applicant may request a work session with the Planning Commission

Planning Commission Public Hearing

Fee not paid If the fee is not paid within 15

days of the Application

Submittal day then review will

begin with the next application

review cycle after fee is paid

The applicant may request a PC public hearing anytime after submittal, but it is strongly recommended to be after the 1st set of comments is received

Re-submittals

(1st and 3rd Mondays of each month) 1st re-submittal is free; all re-submittals after the 1st require an additional fee to be paid

Staff comments

The applicant will receive comments 30 days from the Re-submittal day