Applicant Schedules a Pre-application Meeting with Neighborhood Planner

Applicant Submits Rezoning Application and Traffic Study (where required) with Fee
Deadline: Fourth Tuesday of Each Month (by 4pm)
49 days Prior to Public Hearing *

Set for Joint Public Hearing (49 Days After Submission*)
Placed on Planning Commission Agenda
Planner Prepares Staff Report
Adjacent Property Mailings and Public Notice

City Council (1st Reading)
2-4 Weeks*

City Council (2nd Reading)
2 Weeks*

Approval  Deferral  Denial

Joint Public Hearing
Planning Commission Recommends Approval OR Denial
OR Deferral to next meeting*
Applicant Reconsideration OR More Information

*Dates are subject to change based upon the completion of applications
Special Use Permit Process
Flow-Chart

Applicant Schedules a Pre-application Meeting with Neighborhood Planner

Applicant Submits Special Use Application and Preliminary Site Plan with Fees
Deadline: Fourth Tuesday of Each Month (by 5pm)
49 days Prior to Public Hearing*

Design Review Recommendation (if needed) – BAR or ERB

Set for Joint Public Hearing (49 Days After Submission*)

Placed on Planning Commission Agenda

Planner Prepares Staff Report (Concurrent Site Plan Review Process)

Adjacent Property Mailings and Public Notice

City Council (1st Reading)
2-4 Weeks*

Approval
Approval with conditions
Denial

Joint Public Hearing
Planning Commission Recommends Approval OR Denial
OR Deferral to next meeting*
Applicant Reconsideration OR More Information

Site Plan Review Process

*Dates are subject to change based upon the completion of applications

ACRONYMS: BAR-Board of Architectural Review, ERB-Entrance Review Board
Site Plan Review Process

Flow-Chart

Applicant Schedules a Pre-application Meeting with Neighborhood Planner

Applicant Submits a Complete Site Plan and Traffic Study (where required) with Fee
Deadline: 2nd and 4th Wednesday of each month (by 10 am)*

Site Plan Review Meeting (3 days after submission*)

Accepted for Review

Rejected (can be resubmitted w/in 90 days without fee*)

No more than 60 days review time for first submissions; no more than 21 days for any project with 15% affordable housing

Preliminary Review Process

Reviewed by Staff, Engineering/Traffic/Public Works, etc

Site Plan Conference (21 days after submission date*)

Comments letter→ Revisions→Resubmission (45 days to review with each subsequent submission*)

Design Review Process (if needed) - BAR Approval of COA or ERB Approval of COA

Preliminary Approval

Final Review Process

Final Site Plan Submitted with Fee

Staff Review (21-45 days*)

Comments→Revisions

Erosion and Sediment Plan→Approval

Bond Estimates→Submission→Approval

Final Approval

*Dates are subject to change based upon the completion of applications

ACRONYMS-BAR-Board of Architectural Review, ERB-Entrance Corridor Review Board, COA-Certificate of Appropriateness
Erosion and Sediment Process

### Flow-Chart

1. **Applicant Submits Complete E&S Application with Fee**

2. **E&S Administrative Review** (up to 45 days to review*)

3. **Applicant Provides Bond Estimates for E&S Bond**

4. **Bond EstimatesReviewed by Engineer → Necessary Changes Made → Letter Sent with Final Amount**

5. **Applicant Submits Bonds**

6. **Applicant submits a registered Land Disturber Application at Any Time During Review Process**

7. **Applicant Schedules Pre-Construction Meeting with City Planner/Assistant Zoning Administrator**

8. **Land Disturbance Permit Issued at the Meeting**

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*Dates are subject to change based upon the completion of applications

**This process is treated completely separate from the Site Plan. The Final Site Plan will not be approved until the E&S Plan has been approved.*
Building Permit Process
For New House, Deck, or Addition

Applicant Submits Application and Plans with Fee

Engineering, Zoning, and Building Code Review to Ensure Plan Meets Requirements (up to 3 weeks to review*). BAR or ERB Approval (if needed)

Approval OR Denial (More Information Needed)

Building Permit Issuance (up to a week to issue*)

Inspections During Construction

Final Field Inspections Approval or Denial
Final Zoning Inspections Approval or Denial
As-built survey is required for New 1 and 2 Family Dwellings
If Applicable, Permit Review for Certificate of Occupancy

Certificate of Occupancy Issued
for New 1 and 2 Family Dwellings only

*Dates are subject to change based upon the completion of applications
ACRONYMS-BAR-Board of Architectural Review, ERB-Entrance Corridor Review Board, COA-Certificate of Appropriateness
Board of Architectural Review (BAR) Process

For properties located within the City’s Historical Preservation and Architectural Design Control Overlay Districts (ADC) and for Individually Protected Properties

- **Applicant Submits a Certificate of Appropriateness Application with Fee and 10 Copies of Application Materials**
  Deadline: 3 weeks prior to the regular meeting date by 4 p.m.

- **Applications for Administrative Approval may be Submitted at any time with Fee**
  (Decision is usually made within 5 days)

- **Applicant may choose to Appear on an Agenda as a Preliminary Discussion item, with No Action Taken.** A Preliminary Submittal is Required for Some Projects, including Construction of a New Building

- **Staff Prepares Agenda and Staff Report for BAR meeting**

  - Staff Posts On-Site Notices of Applications, Sends Abutting Owners Letters as Required

- **BAR Meeting- Applicant Must Attend (3rd Tuesday of Each Month)**

  - **Approval***
  - **Approval w/ conditions***
  - **Denial***

- **Staff Sends Action Letter to Applicant**

  Decisions may be Appealed to City Council (within 10 working days)

BAR Approval Must Occur Prior to Approval of Preliminary Site Plan, when required. If a Site Plan is Not Required, then BAR approval is Required Prior to Issuance of a Building Permit

- **New Historic Designation**

  - **IF New Historic District or a New Individually Protected Property is Proposed (both rezonings), BAR Makes a Recommendation ➔ Forwards to the Planning Commission and City Council for Joint Public Hearing**

- **Special Use Permit**

  - **When Property that is Subject to Special Use Permit is within a Design Control District, BAR Makes a Recommendation ➔ Forwards to the Planning Commission and City Council for Joint Public Hearing**
Entrance Corridor Review Board (ERB) Process
(The Planning Commission serves as the ERB)
For properties (except with single and two-family dwellings) located within the City’s Entrance Corridor Overlay (EC) Districts

- Applicant Submits a Certificate of Appropriateness Application with Fee and 10 Copies of Application Materials
  Deadline: 3 weeks prior to the regular meeting date by 4 p.m.

- Applications for Administrative Approval may be Submitted at any time with Fee
  (Decision is usually made within 5 days)

- Staff Prepares Agenda and Staff Report for ERB meeting
- Staff Posts On-Site Notices of Applications, Sends Abutting Owners Letters as Required

- ERB Meeting- Applicant Must Attend (2nd Tuesday of Each Month)
  - Approval*
  - Approval w/ conditions*
  - Denial

- Staff Sends Action Letter to Applicant
  Decisions may be Appealed to City Council (within 10 working days)

ERB Approval Must Occur Prior to Approval of Preliminary Site Plan, when required. If a Site Plan is Not Required, then ERB approval is Required Prior to Issuance of a Building Permit

New Entrance Corridor Designation

- IF New Entrance Corridor District is Proposed (rezonings), ERB Makes a Recommendation → Forwards to the Planning Commission and City Council for Joint Public Hearing

Special Use Permit

- When Property that is Subject to Special Use Permit is within a Design Control District, ERB Makes a Recommendation → Forwards to the Planning Commission and City Council for Joint Public Hearing