



DEVELOPMENT REVIEW FLOWCHART AND PROCESS



1. DRC Pre-Application meeting:

Before submitting any development application to the City, all applicants are encouraged to confer with the Development Review Committee to discuss proposals. The purpose of the Pre-Application meeting is for the applicant to become familiar with the City's development procedures, applications, scheduling, and information requirements for applications. It also gives them a chance to go over any applicable City ordinances as it pertains to each proposal.

The Development Review Committee consists of the following members: Development Director, Development Coordinator, City Engineer (contracted out through Pacheco Koch), the Public Works Director, and the Senior Construction Inspector. The DRC meets twice a month to discuss ongoing projects and to meet with Applicants.

2. Application Submittal Review Procedures:



After the Applicant has submitted the plans for formal consideration, Staff processes the plans through our software and collects all requisite fees before distributing to our DRC reviewers. The reviewers consist of the following: Fire Code Official, Planning, Engineering, and Public Works. All reviews are due back within 10 business days so we can forward any necessary revisions to the applicant based on the technical standards and ordinances.

3. Re-submittal Procedures:

Once the Applicant has resubmitted plans, the City goes through the same process all over again ensuring that all revisions have been made. The Applicant will not advance to the Planning and Zoning Commission meeting until all major comments have been addressed from each reviewer or department.

This process can take anywhere from one- month upwards to one-year. This is dependent on how fast the Applicant resubmits and responds. The City always provides comments within the same-time frame of ten business days.

4. Notification Process:

Some development applications (Zoning Changes, Specific Use Permits, Planned Developments, and Replats according to the City's ordinance) require a public hearing process in accordance with state laws. Written notice of all public hearings are sent to all owners of property and within two hundred feet (200') of any property near the subject property. The notice is sent not less than ten (10) days before a scheduled P&Z meeting is held.

The notice may be served by using the last known address as listed on the latest approved tax roll. Notice of the public hearing is also published in the newspaper not less than fifteen (15) days prior to the City Council meeting date.

5. P&Z / City Council:

If the application requires recommendation or approval by the Planning and Zoning Commission (P&Z), Staff places the project/proposal on the P&Z meeting agenda for their consideration. Staff prepares a report and forwards the report and plans for P&Z's consideration.



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After P&Z, the application is placed on the City Council agenda after it has received a recommendation from P&Z. Staff forwards the staff report, the P&Z recommendation, and plans to the City Council. City Council conducts a public hearing, if required, discusses the project and votes for approval, approval with conditions, or denial.