



Planning and Development Services

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Submittal Requirements— Plan Commission STAFF REVIEW

The following applications require a formal staff review prior to being placed on the Plan Commission agenda:

- **Petitions for Rezoning**
- **Subdivision Plats**
- **Special Development District/Planned Unit Developments**
- **Site Plan Review**

Staff Review Submittal Dates and Requirements

For staff review, the following must be submitted no later than Friday by 12:00 noon:

- Original signed and completed Application and Fees
- 5 copies of Required Plans
- 5 copies of any supporting documentation

Staff Review Letter

Staff review meetings are normally held the following Thursday after the submittal deadline. The Planning Department will issue the applicant a review letter indicating any deficiencies with the submittals. The review letter will be issued no later than 7 days after the review meeting. The letter will provide the next available submission date for the application to be considered by the Plan Commission.

Plan Commission Submittal Dates and Requirements

Pursuant to the staff review letter, the applicant must revise the submittal to address staff-identified deficiencies for presentation to the Plan Commission. The submittal date will be indicated on the review letter; however, for most projects, the date will normally be 2 weeks preceding the regularly scheduled Plan Commission meeting. If staff determines that the re-submittal is complete, the application will be placed on the Plan Commission agenda. If the re-submittal is deemed to be incomplete, the applicant will be notified and informed of the remaining deficiencies and the next available Plan Commission meeting date.

Exceptions to this process are applications requiring a public hearing for which additional time is needed to meet ordinance noticing requirements. The public hearing requirement will be stated on the review letter. Staff reserves the right to require additional reviews based on the complexity and scope of the application. Every effort will be made to indicate on the initial review letter if an additional review is required and instructions for re-submitting.

Staff Review Plan Distribution List

Planning	2
Public Works	1
Fire	1
<u>Landscape Arch.</u>	<u>1</u>

Total: 5