Site Plan Submission & Review Process

Pre-Application Meeting with Mayor and/or CED
Submission and Review of Conceptual Plans. Additional attendees may include: City Engineering, City Planning, Building Department, Fire Department, Legal Department

City Council Workship Meeting
Applicant presents conceptual plan for preliminary feedback.
NO ACTION TAKEN

Preliminary Site Plan Review
The Zoning Administrator will make a determination for Site Plan Review Process and Requirments.

No Site Plan Approval Required
The Zoning Adminstrator may determine Site Plan Approval is not required based on proposed project/changes to existing property within the City.

Site Plan, Application, and Fees Submitted by Applicant to Zoning Adminstrator
Zoning Administrator will Date and Record submission to BS&A, Collect Fee, & Issue Receipt

Administrative Review of Zoning Application
Zoning Adminstator Reviews submitted application for Zoning Compliance and Technical Review

Comment Review by Departments
Application Package Distributed to:

City Engineering, City Planning, Community Economic Development (CED), DPW

Building Department, Fire Department, Police Department, Water Department

Historic Committee, Recreation Committee, Traffic Committee

Department Comments Collected and Distributed to Applicant
Zoning Adminstrator Compiles Technical Report and Recommendation for Revisions or Planning Commision Review

Planning Commission Meeting
If applicable, a Public Hearing is scheduled with the Planning Commission. Applicant or Designated Representative must be present.

Return to Applicant for Revisions
Revised Site Plan will be submitted to Zoning Administrator for technical review and placment on the next available Planning Commission agenda or reviewed administratively based on determination by the Planning Commission.

Site Plan & Special Land Use Approval
Planning Commission vote to approved, deny, or append the Zoning Application per the Zoning Ordinance., including any conditions placed on site plan.

Zoning Text/ Map Amendment, Vacations, & Recommendations to City Council for action.
Planning Commission will take action by voting for recommendations to City Council, including any applicable conditions to also be forwarded to City Council.

City Council Meeting
If applicable, a Public Hearing is scheduled to vote the recommendation of the Planning Commission. Applicant or Designated Representative must be present.

Pass Resolution of final action taken by City Council
City Council records, signs, and dates decision, including any conditions approved with the action.

Final Site Plan Approval
Applicant Submits final sets of plans with comply with all Identied Planning and Department Review comments.

Pre-Construction Meeting
Meeting with Building and other department preior to construction and permitting.

Detailed Engineering/Construction Plans, Application, and Fees Submitted to City
Date Stamped, Fee Collected, Receipt Issued

Building Plans, Application, and Fees Submitted to City
Date Stamped, Fee Collected, Recipt Issued

Department Comments Collected and Distributed to Applicant

Department Comments Collected and Distributed to Applicant

Return to Applicant for Revisions and Resubmittal

Construction Plan Approval

Building Permit Issued

Return to Applicant for Revisions and Resubmittal

Applicant Acquires Required Permits
City, County, State
(Soil Erosion Control Permit, Utility Permit, Demolition Permit, etc.)

Applicant and Contractor Finalize Pre-Construction Items
- Schedule Pre-Construction Meeting
- Pay any remaining fees due
- Submit all required bond and insurance documents
- Coordinate required construction inspections

Begin Construction

EDITED: 11.4.24