

Plan

Concept Review Process												
Required prior to submittal of PUD Plans, Urban Renewal Plans, & Site Development Plans (and amendments)												
Prior to Submittal	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9			
Meet With Staff to Review Plan & Set Date for Meeting	Application Received (Received two months prior to the Concept Review Hearing)	Staff Review	Prepare Staff Memo	Distribute Draft Staff Memo for Review		Distribute Draft Staff Memo for Review by Manager			Staff Review & Concept Review Hearing (Hearing is 3rd Tues. of Every Month)	Applicant revisions Based on Comments From Concept Review		

Standard Development Review Public Hearing Process																				
Prior to Submittal	Week 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	17	18	19	20	
Meet With Staff to Review Plan	Application Received/ Referred to In-House and Outside Agencies	Staff and Agency Review				Referral & Staff Comments Compiled & Returned to Applicant	Applicant Revisions & Resubmittal of Plans and Engineering Reports			Follow-up Review & Comments From Staff & Applicant Revision/ Resubmittal	Distribute Draft Staff Report for Review	Land Use Review Commission Public Hearing (Hearings are 2nd & 4th Monday of each month)	Revisions Based on Public Hearing & Preparation of Subdivision Agreement (If required)	Resubmit Plans, Engineering Reports and Signed Agreement Prepare Staff Report	Distribute Draft Staff Memo for Review	Distribute Draft Staff Memo for Review by Manager	City Council Hearing (Hearings are 2nd & 4th Tuesday of each month)			

Please note that this is the Planning Department's standard review process. This timeline may vary depending on the nature and complexity of the project being proposed.