

SITE PLAN REVIEW

SITE PLAN REVIEW PROCESS CHART

TIMELINE

APPLICANT
PROVIDES ZONING ADMINISTRATOR APPLICATION, FEE, & 10 COPIES OF SITE PLAN
SPECIAL PLANNING COMMISSION MEETING MAY BE REQUESTED

30 DAYS PRIOR TO PLANNING COMMISSION MEETING

ZONING ADMINISTRATOR
REVIEWS APPLICATION FOR COMPLETENESS. IF COMPLETE, PLACES SITE PLAN ON AGENDA OF NEXT PLANNING COMMISSION MEETING.

WITHIN 7 DAYS OF APPLICATION SUBMITTAL

JOINT SITE PLAN REVIEW
REVIEWS OCCUR WITHIN CITY DEPARTMENTS AND OTHER AGENCIES
PUBLIC SAFETY, FIRE, POLICE, PLANNING, SOIL EROSION, BUILDING, DRAIN COMMISSIONER, TRANSPORTATION

WITHIN 14 DAYS OF APPLICATION SUBMITTAL

PLANNING COMMISSION REVIEW
PLANNING COMMISSION REVIEWS SITE PLAN
IF APPLICANT IS DEPENDENT UPON ZBA ACTION, SAID ACTION IS REQUIRED PRIOR TO SITE PLAN APPROVAL

WITHIN 30 DAYS OF APPLICATION SUBMITTAL

PLANNING COMMISSION DECISION
PLANNING COMMISSION DECIDES UPON SITE PLAN
ZONING PERMIT IS ISSUED UPON APPROVAL OF SITE PLAN.
ZONING PERMIT EXPIRES IF NO BUILDING PERMIT IS OBTAINED WITHIN ONE YEAR OF APPROVAL.

WITHIN 60 DAYS OF SITE PLAN REVIEW

This flowchart provides an overview of the site plan review process, for complete details please see Zoning Ordinance Sec 5.3 - 5.10.
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