Development Review Process
Subdivisions

1. **CONCEPT PLAN**
   - **Submit Application**
     - Submit Concept Plan Application to the Planning Dept
   - **DRC Meeting**
     - City Development Review Committee Meeting
   - **Planning Commission Mtg**
     - If requested in the submitted application

2. **PRELIMINARY PLAT REVIEW**
   - **Submit Application**
     - Submit COMPLETE Preliminary Plat Application to the Planning Dept
   - **DRC Meeting**
     - Plans & Recommended Conditions of Approval finalized; scheduled for a Planning Commission Mtg
   - **Plan Review**
     - Plans reviewed by Planning, Engineering, Fire, Building, Parks & Rec, Legal
   - **DRC Meeting**
     - Comments, conditions, redlines provided by DRC Members
   - **Revised Plans Submitted**
     - Revised plans (2 large sets & pdfs) & letter addressing each DRC comment to Planning Dept

3. **PLANNING COMMISSION**
   - **Public Notices**
     - Notices mailed to neighboring properties at least 10 days prior to mtg
   - **Planning Commission Mtg**
     - Commission may recommend to the City Council approval or denial, or may table the project for changes
   - **Plans Revised**
     - If major changes are required, revised plans are resubmitted & Project is scheduled for City Council

4. **CITY COUNCIL**
   - **City Council Mtg**
     - City Council may table for changes, deny, or approve with conditions
   - **Plans Revised**
     - If approved, plans are revised to meet conditions of approval; submitted to Planning Dept for review, including landscape plans (2 sets, pdfs)
   - **Plan Review**
     - Plans reviewed & either signed off or returned for changes. Process continues until plans are signed by City Engineer, Planning Director, & Parks & Rec Director
   - **Final Plans**
     - 4 sets of final approved plans & pdfs submitted

5. **FINAL PLAT REVIEW**
   - **Submit Application**
     - Submit 1st COMPLETE Final Plat Application to the Planning Dept
   - **Plan Review**
     - Plans reviewed & either signed off or returned for changes. Process continues until plat, construction plans, and landscaping plans are signed by City Engineer, Planning Director, & Parks & Rec Director
   - **DRC Meeting**
     - Comments, conditions, redlines provided by DRC Members
   - **Final Plans**
     - 4 sets of final approved plans & pdfs submitted to Planning Dept
   - **Engineer’s Estimates**
     - Submit engineer’s estimates for construction
   - **Bond Letter**
     - City Engineer prepares bond letter
   - **Park/Landscaping Estimates**
     - Submit estimates for full construction of any parks or landscaping
   - **Bond Letter**
     - Parks & Rec Director prepares bond letter
   - **Notice of Decision**
     - Notice of Decision is sent to the applicant & City Recorder
   - **Final Approval**
     - Final approval noted on internal tracking system by Planning, Engineering, Fire, Parks & Rec
   - **Utility Notification Form**
     - Submit signed Utility Notification Form to the Planning Department
   - **Conditions of Approval**
     - Conditions of approval finalized by DRC

Updated 4-20-15