

Development Application Process

Zoning, Preliminary Plat, Final Plat, Site Plan,
Conditional Use, and Planned Area Development



Good Neighbor Meeting – Potential rezoning applications and preliminary plat applications require that a Good Neighbor meeting be held prior to submission of those applications. Good Neighbor meetings, jointly planned and held by city staff and the property owner, are informal “open house” type meetings for neighbors and other interested parties to ask questions and better understand the potential project. It is intended to avoid public misperceptions and to help the owner understand neighborhood issues.

First Submittal – Deadline is first working day of each month by noon

First Submittal Requirements:

- Completed application form – 1 copy
- Completed checklist – 1 copy
- Map/Plat/Site Plan – 7 total copies folded to 8.5”x11”. If readable at reduced scale, submit all at 8.5”x11” or 11”x17”. If larger pages are needed to read plan details, submit 3 full sized and 4 reduced size copies (or, if you would prefer, submit all full-sized copies).
- Colored building elevations – 7 readable copies folded to 8.5”x11”, if necessary.
- No Acrobat (PDF) files necessary for first submittal.
- Fees.

First Submittal Review:

City staff meets on or about the 14th of the month to review all applications and prepare a preliminary report to Planning Commission. A preliminary report, combining all city staff comments, is emailed to applicant’s designated contact person soon thereafter.

Second Submittal – Deadline as noted in the preliminary report, usually the middle of the week prior to the Planning Commission meeting.

Final Submittal Requirements:

- Written response from applicant to address each review comment – 1 copy.
- Revised Submittal - 7 total copies of all material in first submittal, folded to 8.5”x11”. If readable at reduced scale, submit all at 8.5”x11” or 11”x17”. If larger pages are needed to read plan details, submit 3 full sized and 4 reduced size copies (or, if you would prefer, submit all full-sized copies).
- Acrobat (PDF) files of all second submittal material.

Second Submittal Review:

Staff will review material and prepare a final report to the Planning Commission if all staff comments are appropriately addressed. Completion of all code-required items will ensure placement on the Planning Commission agenda. Because of the tight timeline at the end of this process, incomplete second submittals, or those that do not meet at least code-required comments, will likely not be placed on the Planning Commission agenda.

Planning & Zoning Commission – Meets 1st Tuesday of each month.

- Generally, the applicant or a representative should be present.
- Order of review:
 - Public hearing, if applicable
 - Staff review
 - Applicant presentation
 - Public comment
 - Questions and comments from the Commission
 - Recommendation to City Council or Board of Adjustment (conditional uses only) for final decision

City Council – Meets 2nd and 4th Tuesday of each month

- Generally, the applicant or a representative should be present.
- Order of review:
 - Public hearing, if applicable
 - Applicant presentation
 - Planning Commission recommendation
 - Questions and comments from the Commission
- City Council will approve, approve with conditions, deny, or request further information.

Board of Adjustment – Meets 3rd Wednesday of each month

- Generally, the applicant or a representative should be present.
- Order of review:
 - Public hearing
 - Applicant presentation
 - Staff review
 - Planning Commission recommendation
 - Questions and comments from the Commission
- Board of Adjustment will approve, approve with conditions, deny, or request further information regarding conditional use requests.

After City Council

- If any changes are required from the Council meeting, the applicant submits revised or additional material with modifications as recommended. Work with staff to determine number of copies and type.
- Note that construction will still require appropriate building permits, and the applicant will need to contact the Department of Building Safety to obtain those applications.