

Development Approvals Process

The development review process is as described for most applications and includes rezoning, planned unit development, subdivision, variance, conditional use permit, zoning text amendments and comprehensive plan amendments.

Step 1- Meet with Staff

The Joint Planning Department maintains ordinance and application forms pertinent to the development activities. Applicants may meet with staff any number of times prior to an official submission, although this is not required. Staff will assist in determining the appropriate application and process for proposals.

Step 2- File Application

Once applicants have prepared their application, they must submit a completed set of the required data on or before a predetermined submission deadline. Completed applications are due by 5 P.M. of the deadline date determined.

Step 3- Application Circulated

Shortly after receipt of the application, staff will route copies to other departments and local, state and federal agencies, if necessary, for review and comment. Reviewers are asked to return comments within one to two weeks.

Step 4- Planning Commission Review

Staff will create a written staff report with recommendations forwarded to the Planning Commission for action. Following a public hearing or discussion, the Planning Commission will recommend to the City Council either to approve or deny the request (if required). The request typically is forwarded to the Town Council at its meeting the following week.

Step 5 Town Council Review

Following Town Council or Planning Commission action, the Joint Planning Department will affirm their decision and send a letter to the applicant. Any remaining conditions of an approval are required to be addressed prior to the issuance of building permits related to the proposal, if applicable.