



APPLICATION FLOW CHART

PLANNING DEPARTMENT PLANNING SERVICES DIVISION
Revised 4/2008

| Step | Activity |
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| A. | Optional Conceptual Development Review (CDR) (preliminary review) application. |
| B. | Pick up CDR comments and make appropriate changes or additions to application per staff's recommendations. |
| 1. | Applicant Files appropriate application submittal package and pays fees. |
| 2. | Staff reviews application for completeness and determines if any additional technical studies are needed. Applicant is informed by letter within 30 days if the application is complete. Applicant submits any additional materials needed. Applications that are incomplete may require another review cycle. |
| 3. | Once the application is deemed complete, the Planning Commission or Zoning Administrator public hearing is set. The staff report is prepared. The applicant must attend the hearing. |
| 4. | City Council Hearing (only if the decision is appealed). |
| 5. | Submit plans for Building plan check |
| 6. | Comply with Conditions of Approval |
| 7. | Obtain Grading and Building permits |
| 8. | Request inspections during construction |
| 9. | Request final inspections/signoff by all Departments |

