

COMPLETENESS

PUBLIC NOTICE

ACTION / DECISION

NEXT STEPS

Application Submittal
Applicant submits all required application materials and pays the application fee.

Completeness Review
Within 30 calendar days of application submittal, staff reviews the application for completeness.

Is the application complete?

Complete
Application is deemed complete. Staff schedules the project for a Planning Commission meeting.

Incomplete
Application is incomplete. Applicant must address incomplete comments and submit revisions.

10-Day Meeting Notice
All properties in a 300-foot radius of the project address receive a notice in the mail regarding the upcoming Planning Commission public meeting. The notice is mailed 10-day prior to the meeting and is also posted on the property.

Planning Commission meeting.
What is the decision?

Continue
The Commission does not make a decision and the project is continued. The applicant must make changes or provide additional information.

Approve
The Commission approves the project with Conditions of Approval.

Deny
The Commission denies the proposed project.

Address Comments
The applicant submits revised plans that addresses the feedback provided by the Planning Commission.

10-Day Appeal Period
Any member of the public may appeal the Planning Commission's decision up to 10 calendar days following the date of decision.

Review & Schedule
Staff reviews the revised plans. If all feedback is addressed, the project is scheduled for Planning Commission.

Is an appeal submitted?

Planning Commission decision is final.

Project appeal is scheduled for the City Council.

Building Permits
If project is approved and a building permit is required, applicant submits construction drawings for approval.

