

Development Review Process Chart

SITE PLAN							
Plan Type:	Submittal Due Date:	Package Distribution	Review Starts:	Review Period:	Comment Distribution	Consultant Re-submittal:	Notes:
Concept & pre-app forms	Submittal due 1 week prior to TEG (3rd Wed. of the month)	2 Bus. Days	Acceptance at TEG (4th Wed. of month)	Due Thurs. prior to TEG (3rd Thurs. of the month)	2 Bus. Days	Due Wed. prior to TEG (3rd Wed. of the month)	All pre-app forms must be submitted with Concept submittal package and approved prior to preliminary submittal P&Z decides if plan is sufficient to take to Planning Commission for Acceptance
Initial DSDP	Initial only Submittal due 1 week prior to TEG (3rd Wed. of the month)	2 Bus. Days	Acceptance at TEG (4th Wed. of month)	Due Thurs. prior to TEG (3rd Thurs. of the month)	2 Bus. Days	no deadline	Traffic Study if one is required due with Initial DSDP
DSDP Revisions	no due date	2 Bus. Days	upon package receipt	20 Bus. Days	2 Bus. Days	no deadline	
Final	no due date	2 Bus. Days	upon package receipt	10 Bus. Days	2 Bus. Days	no deadline	APFO certification due with Final submittal
Redline Revision	no due date	2 Bus. Days	upon package receipt	10 or 15 Bus. Days	2 Bus. Days	no deadline	# of days depends on extent of revisions and # of review agencies
Re-route of expired site plan	no due date	2 Bus. Days	upon package receipt	10 Bus. Days	2 Bus. Days	no deadline	

SUBDIVISION							
Plan Type:	Submittal Due Date:	Package Distribution	Review Starts:	Review Period:	Comment Distribution	Consultant Re-submittal:	Notes:
Concept (Minors)	Submittal due 1 week prior to SEG (3rd Wed. of the month)	2 Bus. Days	Acceptance at SEG (4th Wed. of month)	10 Bus. Days	2 Bus. Days	no deadline	
Concept (Majors) & pre-app forms	Submittal due 1 week prior to SEG (3rd Wed. of the month)	2 Bus. Days	Acceptance at SEG (4th Wed. of month)	Due Thurs. prior to SEG (3rd Thurs. of the month)	2 Bus. Days	no deadline	All pre-app forms must be submitted with Concept submittal package and approved prior to preliminary submittal The SWM Concept shall be approved at this stage and prior to submitting the Preliminary Subdivision plan
Preliminary & (pre-app forms for minors only)	Submittal due 1 week prior to SEG (3rd Wed. of the month)	2 Bus. Days	Acceptance at SEG (4th Wed. of month)	Due Thurs. prior to SEG (3rd Thurs. of the month)	2 Bus. Days	no deadline	P&Z decides when preliminary for majors move forward to Planning Commission for conditional approval which requires additional time for advertisement of the public hearing The Preliminary Road Plans shall be submitted with the Preliminary Plan Package The SWM Site Development Plan should be submitted with the Preliminary Plan Package (Separate plans per the Preliminary Submittal Checklist) The Final SWM Plan will be reviewed and approved in this step
Preliminary Revisions	no due date	2 Bus. Days	upon package receipt	20 Bus. Day review	2 Bus. Days	no deadline	
Final Plat	no due date	2 Bus. Days	upon package receipt	20 Bus. Day review - 1st submittal 15 - 2nd 10 - 3rd	2 Bus. Days	no deadline	Pre-app forms for minors must be approved prior to submittal of final The Road Plans, including SWM & E&S plans, must be approved prior to submitting the Final Plat
Re-plat	no due date	2 Bus. Days	upon package receipt	10 Bus. day review 30 Bus. day State review	2 Bus. Days	no deadline	