

Development Review Process – Technical Review for Subdivision-Related Applications

- **Construction Plans, Subdivision (Infrastructure)**
- **Driveway Access Permit**
- **Heritage Tree Removal and Pruning**
- **Site Development Plan (SDP)**
- **Stormwater Permit**
- **Subdivision Plats (Preliminary plats, Final plats, Replats, etc.)**
- **Subdivision Plat Vacation**
- **Subdivision Variance**
- **Traffic Impact Analysis (TIA)**

Technical Review

- 1st review of plans (3 weeks)
- Case Manager will coordinate with all technical reviewers and compile comments
- Item scheduled for next available P&Z meeting (within 30 days of submittal)
- Staff comments will be [posted with the agenda](#) the Friday prior to the P&Z meeting

P&Z Action

- P&Z will approve, approve with conditions, or disapprove with an explanation
- If approved with conditions, the applicant must resubmit to verify that conditions have been met and P&Z must issue final approval
- If disapproved, the applicant must resubmit and adequately address Staff comments
- **Exception:** [Shot Clock Waiver Applications](#)

Resubmittal

- Only accepted on resubmittal dates outlined in the submittal calendar; resubmittals received after 12:01 AM on resubmittal application days will be processed at the next applicable review cycle
- **Resubmittal Fees are assessed for all subsequent reviews after the 3rd review**
- Item scheduled for next available P&Z meeting (within 15 days of resubmittal) - **Exception:** [Shot Clock Waiver Applications](#)
- Staff comments will be [posted with the agenda](#) the Friday prior to the P&Z meeting

Development Review Process – Technical Review for Land Use-Related Applications

- Abandonment
- Administrative Exception
- Annexation (Voluntary)
- Appeal
- Certificate of Appropriateness (COA)
- Comprehensive Plan Amendment
- Development Agreement
- Historic Landmark Designation
- Letter of Regulatory Compliance
- License to Encroach
- Planned Unit Development (PUD)
- Zoning Map Amendment
- Zoning Variance
- Special Exception
- Special Purpose Districts (MUDs)
- Special Use Permit (SUP)
- UDC Text Amendment

Technical Review

- 1st review of plans:
 - 4 weeks – Most Land Use and Zoning related applications
 - 5 weeks – Planned Unit Developments, Special Use Permits, Mixed Use Rezoning
- Case Manager will coordinate with all technical reviewers and compile comments

Resubmittal

- Only accepted on resubmittal dates; resubmittals received after 12:01 AM on resubmittal application days will be processed at the next applicable review cycle
- **Resubmittal Fees are assessed for all subsequent reviews after the 3rd review**
- Most Land Use and Zoning related applications:
 - *2nd round: 3 weeks 3rd round: 2 weeks Subsequent rounds (if needed): 2 weeks*
- Planned Unit Developments, Special Use Permits, and Mixed Use Rezoning:
 - *2nd round: 4 weeks 3rd round: 3 weeks Subsequent rounds (if needed): 2 weeks*

Final Action

- Once the Case Manager has cleared all technical comments, the application will be scheduled for the applicable Board or Commission or taken before the Director for final approval
- Applications are subject to the review & approval authority outlined in the [Application Review Authority Chart](#)