APPENDIX 4

Site Development Plan Review Process Overview

Environmental Site Delineation

Pre-submittal Conference
Meet, discuss plan and process; gather information. County file number may be assigned. Once the file number is assigned, owner/developer may apply for a building permit.

Site Plan Submittal
Submit sets of site development plan and required information with certification of complete package for distribution to Subdivision Advisory Committee Review agencies for review.

Subdivision Advisory Committee Meeting
Recommendations and requirements of the Subdivision Advisory Committee review agencies are presented to owner/developer and surveyor/engineer. Public involvement process.

Planning and Zoning Commission (Concept)
Concept plan to Planning and Zoning Commission with architectural drawings and SAC comments.

Submission of Review Prints
To address comments of SAC and Planning and Zoning Commission.

Planning and Zoning Commission (Approval)
Corrections made on final drawings. Submit to Planning and Zoning Commission for approval.

Signature Approval
Mylars are submitted for the Signature Approval Process.

Inspection and Print Fees
Legal Documents Prepared
Upon receiving signature approval of the mylars, print and inspection fees are paid. Prints may be picked up for processing of the Public Works Agreement.

If no Public Works Agreement is involved, prints are distributed and building permit is signed by the Project Manager.