



# The Site Plan Review Process for Major Projects

## A Step-By-Step Guide for Developers

Preparation	<b>Introductory Meeting with Planning Staff</b> Meet with staff to introduce your project, learn about the review process requirements, and prepare for the upcoming Citizen Participation Meeting by requesting a mailing list		<b>Design Review Board</b> If the petition meets certain criteria <sup>1</sup> , present to the DRB to ensure the project meets Downtown Design Guidelines	
	10+ Days Prior	<b>Citizen Notification</b> After running your notice by planning staff, notify all property owners within 1,000 feet of the petition site at least 10 business days before your citizen meeting date	<b>Citizen Meeting</b> Present your project to citizens, listen to their comments and concerns, and answer any questions	<b>Prepare Final Report</b> Document meeting findings including how citizen concerns will be addressed
Application		<b>Pre-submission Meeting</b> Meet with staff to ensure your petition is ready for submission. Bring a hard copy of your site plans and a completed Petitioner Checklist.	<b>File Petition</b> All materials (application, plans, supporting documents, fees, citizen participation report) must be electronically filed through eTRAKiT* by the filing deadline, typically by noon on the last Monday of the month	
	<b>At this point, all petition materials are on eTRAKiT for public view</b>	<b>Preliminary Review</b> Staff will review the petition at the Development Review Committee meeting one day following the filing deadline	<b>Notification of Acceptance or Rejection</b> Petitions that include all required information will be accepted for review -- petitioners will be notified the day after DRC meeting by the planner assigned to coordinate the review.	<b>Staff Review</b> City-wide staff review the petition and provide written comments within two weeks of the filing deadline. Major petitions go before the Advisory Development Committee to review initial staff comments.
Week 3 - 4	<b>Plans Revised by Petitioner</b> Petitioners will have a week and a half following the issuance of comments to upload revised plans		<b>Staff Review</b> Staff determines if revised plans address all comments	<b>If YES...</b> Petition moves forward to public notice
			<b>If NO...</b> Plans return to petitioner for further revision	
Week 4 - 7	<b>Public Notice</b> Staff provides public notice that a public hearing will be held at an upcoming City Planning Commission meeting		<b>Plans Finalized</b> Petitioner finalizes plans and development agreement (if req'd)	<b>Staff Report</b> Staff prepares report for CPC with recommendation for approval, approval with conditions, or denial. CPC packets made publicly available online the Friday before the meeting.
	Week 8	<b>CPC Meeting</b> Staff presents the petition in a public hearing format. Both the petitioner and the public may make comments.	<b>Recommends Approval</b> For petitions that require City Council approval <sup>2</sup> , City Planning Commission will recommend approval, and the petition will move on to City Council.	<b>Petition Postponed</b> If tabled, the petition will return to staff review for further revisions.
Week 12 - 16		<b>City Council Review</b> City Council receives staff report and minutes in packet. Both the petitioner and the public may make comments.		<b>Petition Approved</b> If approved, the project may proceed to requesting building permits.

<sup>1</sup>The DRB reviews development that is (1) in the D1 or D2 zoning districts, that is located within the DDA, or that is zoned or proposed to be zoned PUD, (2) is NOT in an historic district, (3) proposes an increase in floor area, and (4) is site planned.  
<sup>2</sup>Projects on sites without a valid site plan, or project additions that are larger than 10% of the existing floor area or 10,000ft, whichever is larger, require City Council approval.