

After your application is accepted by Planning, the application is examined to ensure it is correct and complete. If the application is not complete, you will be notified. The application will be delayed until the requested information is provided.

Copies of your application will be sent to all City departments, as well as to other applicable local, state, and federal agencies for their comments.

Applications will be reviewed by the Development Review Committee (DRC, comprised of City departments) to review the project and make recommendations to the Planning Commission. DRC review typically occurs about ten (10) days after the application is submitted.

The Planning Commission will conduct a public hearing on your proposal about three (3) weeks following the DRC meeting. All property owners within three hundred (300) feet of your property will be notified ten (10) days in advance of the public hearing. You should attend the hearing.

During the interim between the DRC meeting and Planning Commission hearing, Planning staff will complete the environmental review process and prepare a staff report, project conditions, and a recommendation for the Commission. You will be sent a copy of the packet.

Following the Planning Commission hearing, the Commission will decide on your proposal. The Commission can approve, approve with conditions, or deny your request. The Planning Commission's decision is final unless appealed to the City Council.

All Planning Commission decisions can be appealed to the City Council within ten (10) days of the decision. The appeal, accompanied by the appropriate fee, must be submitted to the City Clerk.

NOTES:

- If the application is complete, it will take a minimum of thirty (30) days from the date the application is filed until a decision is made by the Planning Commission and another ten (10) days until the decision is final (because of the appeal period), for a total of about forty (40) days.
- Following approval by the Planning Commission, you typically have two (2) years to complete the project. You may request an extension of time if the request is made prior to the expiration date.