PRELIMINARY PLAT PROCESS

Phase 1 Plan Preparation

Conceptual Meeting

Schedule with Planning

Planning will analyze the proposed land use with the zoning district, summarize the review process, and provide a copy of the Pre-Application Conference Requirements.

Customer Plan Preparation

Customer prepares plans following the Pre-Application Conference Requirements and development codes.

Pre-Application Conference **Schedule with Planning**

Pre-application conferences are held on Wednesdays to review plans with staff. Staff will sign the Authorization to Apply when plans are ready for submittal.

Phase 2 **Planning Commission Approval**

Planning Commission (PC) Application **Submit to Planning**

Customer submits a Preliminary Plat Application and the Authorization to Apply to the Planning Department by noon on the <u>published submittal date</u>.

Comments & Resubmittals **Submit to Planning**

Customer has 1 ½ weeks to resubmit plans after receiving staff comments. See the PC schedule for specific deadlines. Items will be placed on the PC agenda when all departments agree the item is ready for PC approval.

Planning Commission Meetings

Planning staff will schedule

The applicant must be represented at the Technical Review meeting (4:30 pm the Tuesday before PC) and the PC meeting (5 p.m. the 1st and 3rd Tuesday). PC approval gives permission to proceed to Phase 3, **not** to begin construction.

Phase 3 Pre-construction

Phase 4 Construction & Inspections

Phase 5 **Project Completion**

Construction **Review & Electric** Design

Contact individual departments

Applicant works with staff to address outstanding comments. Timely Response to outstanding comments and complete architectural plans will expedite the process. Grading or construction on the site cannot begin until after the Pre-construction Conference. Customer pays fees-in-lieu.

Pre-Construction Conference

Schedule with Engineering

Pre-Construction Conferences are held on Thursdays, using the Pre-Construction Checklist. Staff will stamp plans which serve as the official record that must be kept on the construction site.

Engineering Site Inspections Schedule with Engineering

Customer schedules site inspections with Engineering. Pass/fail results and comments are recorded in TrakIt. Re-inspection fees may apply.

Site Final Inspection

Schedule with Engineering

The project engineer certifies that the project is complete. The customer schedules a Site Final, held on Tuesdays, with Engineering. Staff will inspect using the Site Final Checklist. Pass/fail results and comments are recorded in TrakIt by Thursday at noon. A Site Final **must** pass before a Building Final can be scheduled.

Final Plat Approval **Schedule with Planning**

When the Site Final Is approved, a Final Plat Can be placed on the Planning Commission agenda.