Site Development Review Process Overview

Pre-submittal conference
Development Review staff meet with developer/engineer to discuss plan layout, design questions, and process. County file number is assigned. The owner/developer may apply for building permit.

Concept Site Plan Submittal-includes ESD information
Engineer or surveyor submits complete sets of concept plan and required information for distribution for technical agency review. Plan to include all review agencies concept plan checklist items.

Technical Review Committee Meeting (Concept)
A monthly meeting where the concept plan review agency comments are presented to the owner/developer and the surveyor/engineer. Public can present comments at this meeting.

Planning and Zoning Commission (Concept)
Once all concept plan requirements are met, staff presents the plan to the Planning and Zoning Commission (regularly scheduled monthly meeting) for guidance and comments. Public meeting.

Final Site Plan Submittal
Engineer or surveyor submits complete sets of final plan and required information for staff distribution and review to all technical review agencies. The plan addresses Planning & Zoning Commission concept plan comments and all review agencies final plan checklist items.

Planning & Zoning Commission (Final)
Once all technical review agencies have approved the plan, staff presents the final site plan to the Planning and Zoning Commission (scheduled monthly meeting) for approval. Public meeting.

Submission of mylars and legal documents
After Planning Commission approval, simultaneous submission of mylars for agency signatures and preparation of legal package by the County Attorney for any required legal documents. Documents sent to owner/developer for signature and upon return, recorded in Land Records.

7/15/11