This chart is provided to help you understand how projects requiring Planning and Zoning Commission approval are processed.

Step 1: Applicant schedules pre-submittal meeting with Planning Staff. Staff reviews project briefly, providing needed forms and general requirements.

Step 2: Applicant submits application

Step 3: Planning Staff and other agencies (Fire Dept., Engineering, etc.) review application for completeness.

Staff will determine if revisions are needed or suggested

No revisions needed or suggested

Revisions needed or suggested

Step 4: Application is complete. Planning Staff schedules project for review at a Planning & Zoning Commission meeting. Meeting dates will vary depending on the total number of projects pending review.

Alt Step 4: Application is not complete. Planning Staff sends letter to applicant indicating needed and/or suggested revisions.

Alt. Step 4(a): Applicant submits revised plans.

Alt. Step 4(b): Planning Staff reviews plans and, if the project is now complete, schedules it for consideration by the Planning and Zoning Commission. If application is still incomplete, return to Alt Step 4.

Step 5: Planning & Zoning Commission Meeting. The Planning and Zoning Commission meets twice a month (second and fourth Tuesdays). A Public Notice must be sent out 10 days before the meeting. The Commission will either approve, approve with conditions, continue, or deny the project. (Projects Approved by the Planning & Zoning Commission have an Appeal Period of fourteen (14) days. During this appeal period staff cannot issue Building Permits. Please see Building Permit Flow Chart for additional information on processing a Building Permit.)