

**Pre-Submittal
Stage**

1. Prior to the official development review application, staff may conduct a pre-development meeting with the applicant or representative. The intent of this meeting is to discuss the substantial development challenges (if any), critical items of concern, and the overall sequence of steps.

**DRC
Stage**

2. **Applicant Submits Application**
 - Completed notarized application
 - Checklist documents
 - Fee
3. **Planning Staff Reviews for Completeness**
 - If Application is determined to be Complete, documents will be distributed to the Development Review Committee (DRC) for review
 - If application is Not Complete, Case Manager will notify Applicant of deficiencies
4. **DRC Reviews Project Plans**
 - DRC reviews plans and provides comments
 - Case Manager sends comments report to the Applicant the day before the scheduled DRC meeting
 - Applicant submits revised documents for review
 - DRC review/requests revisions until no further comments are generated
5. **Administratively Complete**
 - After all comments have been addressed Case Manager will notify Applicant that the Application is Administratively Complete and will be placed on the Planning and Zoning Commission meeting agenda

**Consideration
Stage**

6. **Planning and Zoning Commission (P&Z) Consideration**
 - Application is presented to the P&Z Commission
 - If approved and requires City Council approval then Application will be placed on the City Council agenda
 - If application is denied, Applicant may start the Appeal Process
7. **Board of Adjustments (BOA) or Sign Board of Appeals (SBOA) Consideration**
 - The Board of Adjustments reviews zoning appeals, zoning variances
 - If approved an Ordinance is generated for public record
 - If denied, Applicant may start the Appeal Process (Appeals of the BOA are sent to the Circuit Court)
 - The Sign Board of Appeals reviews sign appeals and sign variances
 - If approved, Applicant may proceed
 - If denied, Applicant may start the Appeal Process
8. **City Council Consideration**
 - Application is presented to the City Council
 - If approved an Ordinance is generated for public record
 - If denied, a waiting period of one year to reapply starts but only for zoning requests

