

Frequently Asked Questions

1. **Question:** Do I need to schedule a Pre-Application conference before I submit my application and plans?

Answer: Planning & Development Review recommend a Pre-Application meeting prior to submitting an application and plans. Several department staff members are present at these meetings to answer any questions and explain the review process and items required for the application.

2. **Question:** Is there a fee for the Pre-Application meeting?

Answer: There is no fee associated with a Pre-Application meeting.

3. **Question:** How do I know what public meetings will be required for approval of my application?

Answer: The application form provides an explanation of the approval process for each application. The site development order approvals are based on the percentage of deviations from the Land Development Code requirements. Additional information is available in Article 2 of the City's Land Development Code. Please see the link on this website or you may go to www.municode.com.

4. **Question:** When is an application considered abated?

Answer: An application is considered abated if there has been no activity for six (6) consecutive months and shall constitute an abated application fee for re-submittal.

5. **Question:** When is an application considered abandoned?

Answer: An application is considered abandoned when no activity occurs for twelve (12) consecutive months and shall constitute a new application and application fee for re-submittal.

6. **Question:** Where can I find the current application fees?

Answer: The current application fees can be found by going into the Development Services web page and clicking on Resolution No. 3291-16 or you may go to www.municode.com.

7. **Question:** How long does the review process take once I submit my application?

Answer: Once the application is submitted, Planning & Development Review Staff will perform a sufficiency review to verify all information required has been provided. This review takes two (2) days. Once sufficient, Staff will start the compliance review. The first compliance review will take twenty-eight (28) days. The applicant will receive comments on the 28th day. The number of compliance reviews depends upon the completeness of the plans. The second compliance review will take twenty-one (21) days. The third and each review after that will take fourteen (14) days for each review. Staff recommends that the applicant/developer schedule a progress meeting before preparing for a resubmittal to discuss staff comments. The progress meetings will assist in reducing the number of resubmittals.

8. **Question:** How long does the Site Development Order (SDO) process last, from start to finish?

Answer: It all depends upon how compliant the plans are when received. The sooner the plans are submitted fully compliant, the shorter the period. The amount of time also depends upon the approval process and whether approval can take place at the staff level, or whether it must go to LPA and/or the City Council. The (SDO) process will take approximately three to four months, but it may take longer depending upon the compliance of the plans and the approval process.

9. **Question:** Can I cut down trees on my property?

Answer: A Clearing, Grading and Tree Removal permit is required for removal of trees. This permit can be found on the Development Review Department website. The City Arborist in the Public Works Department will need to be contacted prior to removal of any dead or diseased trees to verify that no permit is necessary for removal.

10. **Question:** I have questions about the review comments I received. Who do I contact?

Answer: Each reviewer's name is listed above their portion of the comments to make it simple for an applicant to determine who made which comments.