

# Site Plan Development Process Flowchart

## APPROXIMATE TIMELINE

- 1 **Concept Plan Framework Meeting** – *required in most instances; meeting to review concept plan with Planning staff (39-12.07.C.6.a).*
- 2 **Administrative Review Team Meeting** – *required in most instances; meeting to review basic engineered site plan by staff from multiple City and Public Works depts (39-12.05.B).*
- 3 **Submit Site Plan Review Application and Packet** – *Refer to 39-12.05 and 39-12.09. Staff to determine review process – Administrative or Planning Commission.*
- 4 **Other meetings as required/recommended** – *such as Planning Commission Study Session review (39-12.07.6.c), Public Outreach Workshop (39-12.07.6.d), or DDA (39-12.07.6.e).*
- 5 **Plan Review** – *by Planning staff and other City staff. Staff comments communicated to applicant for revision as needed. Completed report provided to applicant and uploaded to City website.*
- 6 **Review Decision** – *either administratively by Planning staff (39-12.06), or by Planning Commission at Planning Commission meeting (39-12.07).*

Recommend to schedule 30 to 60 days prior to planned application submission

Two to four weeks prior to planned application submission

If to be reviewed by PC, at least 28 days prior to next meeting date

PC study session may occur prior to application; Public Outreach meeting must occur at least 10 days prior to public hearing

Occurs prior to next PC meeting date, OR during 15 days after application date for Admin reviews

To be completed either 15 days following application for Admin reviews, or else at next PC meeting

**Key UDO Sections** ([www.hollandudo.com](http://www.hollandudo.com)) - **39-1.07: Toolbox** – provides answers to many common dimensional or zoning questions; **39-2: Zone District** – defines all zone districts and provides a summary use table and summary standards for each district; **39-4: Additional Use Standards**; **39-5: Design Review Standards**; **39-6: Landscaping**; **39-7: Lighting**; **39-8: Signage**; **39-9: General Standards**