



Site Plan Review Procedures Manual

This manual addresses all site plan review processes: Preapplication Plan, Initial Site Plan, Final Site Plan, Letters of Revision, Minor Amendments and Major Amendments.

Preapplication Plan

An initial site plan application consists of a completed application form, completed site plan checklist, appropriate fee and submission of three (3) folded copies of a plan meeting the requirements of Section 32.4 of the Zoning Ordinance.

- 1) The Department of Community Development Intake Support Specialist receives the application. In accepting the application the Intake Support Specialist stamps the received date on the application and each copy of the plan, receives the fee and makes the appropriate receipt, assigns a project number in COUNTY VIEW. A working file will be created by noon the day following submittal of the application and placed in a designated location. (Considered day 0 of the review schedule.) COUNTY VIEW is the application tracking software which tracks the review of projects.

This links to the [Preapplication Plan - Application and Checklist](#).

- 2) The first Tuesday after the preapplication plan is submitted the Planning Division will meet and assign the review to a planner. Planning staff provides the County Engineer with a copy of the application and plan and any supporting information. – (Must be completed by day 1 of the review schedule.)
- 3) Staff reviews the plan within 10 days of the submittal date and sends the letter required by Section 32.4.1.4. – (Must be completed by day 10 of the review schedule.)

The Code is specific on the findings that must be made by the Agent. In order to help the reviewer a checklist has been prepared. This checklist will help insure that all of the major review elements are considered prior to writing the Preapplication Plan Review Letter.

This links to the [Preapplication Plan - Review Checklist](#).

This links to the [Preapplication Plan - Review Letter](#).

- 4) The Planner closes the file out and gives it to the Community Development Assistant for filing. The procedures for closing files must be followed including the procedures for closing the file in COUNTY VIEW.

Initial Site Plan Review

An initial site plan application consists of a completed application form, completed site plan checklist, appropriate fee and submission of 16 folded copies (22 if project is within an Entrance Corridor District) of a plan meeting the requirements of Section 32.5 of the Zoning Ordinance and any supporting documentation for special exceptions.

- 1) The Department of Community Development Intake Support Specialist receives the application. In accepting the application the Intake Support Specialist stamps the received date on the application and each copy of the plan, receives the fee, makes the appropriate receipt and assigns a project number in COUNTY VIEW. A working file for Planning, Architectural Review Board and Engineering will be created by noon the day following submittal of the application and placed in a designated location. (Considered day 0 of the review schedule.) COUNTY VIEW is the application tracking software which tracks the review of projects.

This links to the [Initial Site Plan – Application and Checklist](#)

- 2) The day after the site plan application deadline a meeting of the Planning staff occurs. At this meeting the plans are assigned to a Planner. Planning staff provides the County Engineer with a copy of the application and plan and any supporting information.
– (Must be completed by day 1 of the review schedule.)
- 3) The Planner writes a display ad and inserts other information in COUNTY VIEW.
 - The Planner set up reviews/approvals in COUNTY VIEW.
 - The Planner gives any copies of information to be forwarded to the Site Review Committee to the Community Development Assistant.
 - The Planner also must inform the Community Development Assistant if any special exceptions have been applied for. If special exceptions have been applied for a schedule for review must be established based on the Board's policy for the review of special exceptions.– (Must be completed by day 2 of the review schedule.)
- 4) The Community Development Assistant prepares a distribution packet for the Site Review Committee (Distribution must occur by day 3 of the review schedule.)

This links to the [Site Review Committee - Distribution Letter](#).

- 5) Staff reviews the site plan within 10 days of the submittal date to determine if the site plan complies with minimum submittal standards of Section 32.4.2.1. Use the following checklist for determining if the site plan meets the minimum submittal requirements.

This links to the [Initial Site Plan – Application and Checklist](#)

- If the plan meets the minimum standards it will be taken to the Site Review Committee.
- If the plan does not meet the minimum standards the application must be rejected.
- If the application is rejected, the Planner sends the appropriate letter to the contact person listed on the application, updates COUNTY VIEW, and notifies the Site Review Committee members by email or phone so that they may cease review.
– (Must be completed by day 10 of the review schedule.)

This links to the [Incomplete Application Letter](#).

- 6) The Community Development Assistant prepares the abutting owner list and prepares the notice to abutting property owners.
– (Must be completed by day 14 of the review schedule.)

This links to the [Abutting Owner Letter](#).

- 7) Staff reviews the site plan, prepares comments in and puts their comments into COUNTY VIEW. Comments are due into COUNTY VIEW the Monday prior to the Site Review Meeting.
– (Must be completed by day 42 of the review schedule.)

The comments must clearly state if the project is recommended for approval or disapproval.

- If the project is recommended for disapproval you must state clearly what changes are required and what sections the plan does not satisfy.
 - If the plan is recommended to approval you must state what conditions, if any, must be met prior to approval of the final site plan. (These conditions must be supported by code provisions however, the sections do not have to be stated.)
 - If the plan is recommended for approval you must state clearly if an early grading permit may be issued and what, if any, conditions must be met prior to the issuance of a grading permit.
- 8) The Chief of Planning prepares a Site Review Agenda. The agenda is reviewed at the Tuesday staff meeting. – (Must be completed by day 43 of the review schedule.)
- 9) The Site Review Meeting occurs on day 45. At this meeting the public is invited to learn about the proposal and make comments.
- The planner facilitates this conversation by explaining the proposal and clarifying what changes may be required and which may only be recommended.
 - The planner will provide information to the applicant about the changes that are required for the site and what changes are recommended.
- 10) The Planner prepares a Site Review Action Letter. This letter will either approve or disapprove the project. – (County Policy is that this letter will be completed by day 46 of the review schedule. By State Code it must be completed by day 60 of the review schedule.)

This links to the [Approval Letter](#):

This links to the [Disapproval Letter](#):

If the site plan is disapproved the applicant should include a reinstatement application along with the revised plan.

This links to the [Reinstatement Application](#).

- 11) The Planner closes the file out and gives it to the Community Development Assistant for filing. The procedures for closing files must be followed including the procedures for closing the file in COUNTY VIEW.

Final Site Plan Review

An application for a Final Site Plan will not be accepted until the Initial Site Plan has been approved. A final site plan application consists of a completed application form, completed site plan checklist, appropriate fee and submission of two (2) folded copies of a plan meeting the requirements of Section 32.6 of the Zoning Ordinance and any information required as a condition of initial plan approval.

- 1) The Department of Community Development Intake Support Specialist receives the application. In accepting the application the Intake Support Specialist stamps the received date on the application and each copy of the plan, receives the fee, makes the appropriate receipt and assigns a project number in COUNTY VIEW. A working file will be created by noon the day following submittal of the application and placed in a designated location.

This links to the [Final Site Plan Application and Checklist](#)

- 2) The first Tuesday after the final site plan is submitted the Planning Division will meet and assign the review to a planner.
- 3) The planner sets up reviews in COUNTY VIEW for all the departments/agencies identified in the initial plan approval letter. The planner reviews the final site plan and provides comments to the applicant.

This links to the [Final Site Plan Incomplete Application Letter](#).

This links to the [Final Site Plan Comments Letter](#).

This links to the [Final Site Plan Disapproval Letter](#).

- 4) The applicant will work directly with each department/agency identified in the initial plan approval letter.
- 5) When all final approvals are in, the Planner will contact the applicant and tell them to submit the final site plan for signature. The applicant is required to submit four (4) print copies of the plan. One (1) copy is retained by the Planner for the file, two (2) copies are passed on to Zoning, and one (1) copy is returned to the applicant.
- 6) When the plans are submitted for signature, the Intake Support Specialist will send an e-mail to the Site Review Committee requesting that the plan be signed within one week. This email will be sent out no later than 5 p.m. on the day the plan is submitted for signature. The Intake Support Specialist puts the copies of the plan in the designated location.
- 7) After the plan is signed the Planner calls the applicant and tells them the plans are signed and are available at the front desk of the Department of Community Development for them to pick up.
- 8) The Planner closes the file out and gives it to the Community Development Assistant for filing. The procedures for closing files must be followed including the procedures for closing the file in COUNTY VIEW.

Amendments

Amendments are possible only when a site plan has previously been approved. Three types of amendments are possible; Letters of Revision, Minor Amendments and Major Amendments. Major amendments are processed in the same manner as initial and then final plans.

The link below is to a manual that will assist you in determining if an amendment is a Letter of Revision, Minor Amendment or Major Amendment.

[Site Plan Amendment Policy](#)

Letters of Revision

A letter of revision application consists of a completed application form, appropriate fee and submission information describing the proposed change.

- 1) The Department of Community Development Intake Support Specialist receives the application. In accepting the application the Intake Support Specialist stamps the received date on the application and each copy of the plan, receives the fee, makes the appropriate receipt and places the application in a designated location.

This links to the [Letter of Revision Application](#).

- 2) The first Tuesday after the Letter of Revision is submitted the Planning Division will meet and assign the review to a planner.
- 3) The planner determines which departments/agencies need to review the Letter of Revision. The planner sends copies of the plan and supporting information to departments/agencies that need to review the amendment and sets up reviews in COUNTY VIEW for all the departments/agencies. The planner reviews the proposed revision and provides comments to the applicant.

This links to the [Final Site Plan Comments Letter](#).

- 4) The planner will review the comments received from departments/agencies and forward them to the applicant if necessary.
- 5) When all approvals are in, the Planner will write a Letter of Revision.

This links to the [Approval Letter for a Letter of Revision](#).

- 6) The Planner closes the file out and gives it to the Community Development Assistant for filing. The procedures for closing files must be followed including the procedures for closing the file in COUNTY VIEW.

Minor Amendments

A minor amendment application consists of a completed application form, appropriate fee, submission of eight (8) folded copies of the plan.

- 1) The Department of Community Development Intake Support Specialist receives the application. In accepting the application the Intake Support Specialist stamps the received date on the application and each copy of the plan, receives the fee, makes the appropriate receipt and assigns a project number in COUNTY VIEW. A working file will be created by noon the day following submittal of the application and placed in a designated location.

This links to the [Site Plan Amendment Application](#).

- 2) The first Tuesday after the minor amendment is submitted the Planning Division will meet and assign the review to a planner.
- 3) The planner determines which departments/agencies need to review the amendment. The planner sends copies of the plan and supporting information to departments/agencies that need to review the amendment and sets up reviews in County View for all the departments/agencies. The planner reviews the site plan amendment and provides comments to the applicant.

This links to the [Final Site Plan Comments Letter](#).

- 4) The planner will review the comments received from departments/agencies and forward them to the applicant if necessary.
- 5) When all approvals are in, the Planner will contact the applicant and tell them to submit the final site plan for signature. The applicant is required to submit four (4) print copies of the plan. One (1) copy is retained by the Planner for the file, two (2) copies are passed on to Zoning, and one (1) copy is returned to the applicant.
- 6) When the plans are submitted for signature the planner is the only signature required.
- 7) After the plan is signed the Planner calls the applicant and tells them the plans are signed and are available at the front desk of the Department of Community Development for them to pick up.
- 8) The Planner closes the file out and gives it to the Community Development Assistant for filing. The procedures for closing files must be followed including the procedures for closing the file in COUNTY VIEW.

Major Amendments

This links to the [Site Plan Amendment Application](#).

Follow the procedure for Initial Site Plans and Final Site Plans.

SITE PLAN CONTENT WAIVER

In accord with the provisions of Section 32.3.5, the Agent may except certain details of a site plan. The developer must make the request for excepting the details by submitted the information required by Section 32.3.5 and a fee of \$1,500. Applications for site plan content waivers are reviewed during the review of the plan they are associated with.

REVIEW CALENDAR

The review cycle of an Initial Site Plan is displayed on this [calendar](#).