

Major Site Design Plan Review

All Site Design Plans must be prepared (and signed and sealed) by a registered architect, licensed landscape architect, licensed land surveyor and/or professional engineer.

Plans may be submitted in two stages, Preliminary Plan and Final Plan. Upon written request by an applicant, the Planning and Zoning Director may waive the requirement for submission of a Preliminary Plan (I suggest CRAB request said waiver to help expedite the review process).

Other applications may be required in conjunction with the site design including but not limited to subdivision, special exception, planned development, variances, and adequate public facilities. These can be submitted concurrently. If a forest conservation plan is required, that should be submitted before the site design.

Procedures for Major Site Design Plan applications as noted in Section 21.22.060 of the City Code:

1. Applicant requests a pre-application conference with the Department of Planning & Zoning (DPZ) in accordance with Section 21.10.010(A),
2. If the project includes adequate public facilities review, the applicant must conduct a community meeting in accordance with Section 21.10.010(B),
3. Applicant files Final, Major Site Design Plan application with DPZ,
4. DPZ reviews the submission for completeness,
5. If determined complete, DPZ may prepare a sign for posting of Public Notice (for the applicant to post on the property) and forward the application for agency review to all applicable City, County, State and Federal agencies (this review may take 30-90 days depending on the number of agencies and the complexity of the application). With the agency review, an application is also forwarded to the Alderperson of the Ward and applicable community/civic association for comment,
6. The Planning & Zoning Director may hold an optional public meeting or work session if he/she finds that it's in the public interest and will assist in review of the application. This option is rarely required,
7. The Chairperson of the Planning Commission may hold a work session to assist in understanding the application. This option is almost always required. Notice of the work session shall be posted in accordance Section 21.10.020(D),
8. Comments from the various agencies, Alderperson and community associations are forwarded to DPZ, uploaded into the City's TrakIt system and sent collectively to the applicant, applicant's legal counsel and or designated lead consultant,

9. A meeting with DPZ and various agencies is typical to review all rendered comments (this can be held on a case-by-case basis),
10. Applicant files a Revised submission with DPZ after correcting agency comments,
11. DPZ will forward the revised application for agency review to all applicable City, County, State and Federal agencies (this review may take another 30-60 days depending on the number of agencies and the complexity of the application),
12. If the revised application is found to meet all applicable standards and guidelines by the various agencies, DPZ will prepared a staff report with recommendation and schedule a public hearing before the Planning Commission. The applicant shall give notice of the hearing in accordance with the notice requirements of Section 21.10.020(B) and Section 21.10.020(C),
13. The Planning Commission will conduct a public hearing to review the application, exhibits and DPZ staff report. The Commission with hear testimony from the applicant, applicant's legal counsel, applicant's consultants, DPZ staff, agency staff and the public. A vote is typically rendered the evening of the hearing. More complicated applications may require a second night of hearings,
14. The Planning Commission's legal counsel will prepare an Opinion and Order based upon the public hearing, to be reviewed and voted upon within 45 days of the public hearing,
15. Once the Planning Commission's Opinion is officially adopted, the applicant may submit for all necessary permits,

The entire "design review" process takes, on average, nine months.