



Administrative Review Process - Planning Applications

Use this document to understand the administrative review process.

Application Types

Table 702-1 of the Community Development Code (CDC) establishes the review procedures for each application type. Where the Planning Director is designated as the decision maker, the administrative review process summarized here applies. Administrative review application types are listed below, organized by review timeline.

Two Week Review	Three Week Review	Four Week Review
Floodplain Development Permit	Development Plan – Minor Modification	Civil Construction Plans
Improvements Agreement	Engineering Variance	Concept Review
Limited Use Permit	Final Plat – Condominium/Townhome Plat	Development Plan – Administrative
Sign Plan	Final Plat – Replat	Development Plan – Administrative & Minor Variance
Sign Permit	Minor Adjustment	Final Plat – Major Subdivision
Waiver of Replat	Substantial Conformance	Final Plat – Minor Subdivision
Written Interpretation		Final Plat- Minor Subdivision & Minor Variance

Procedures

Planning applications are assigned a project manager and distributed to the Development Review Team (DRT) within two business days of a complete submittal to the Planning Department. Applications are assigned a review timeline based on the complexity of the project type, as listed above. The policy of DRT is to provide applicants with comments within 30 calendar days of application receipt, whenever possible. Concurrent applications will track with the application requiring the longest review timeline. The Planning Director may extend review timelines when application volume exceeds staff capacity. For more information, see the DRT Mission, Policies, and Procedures as well as CDC Article 7.

Administrative Review Process Overview

The overview below is informational. Multiple submittals may be required. Public notice is only performed once, if applicable.

