



## Call Up Process - Planning Applications

Use this document to understand how the call up process works.

### Call Up Procedures

1. City Council may Call Up final decisions made by Planning Commission or the Director.
2. Decisions that can be called up include:
  - a. Development Plan – Administrative
  - b. Final Plat
  - c. Conditional Use
  - d. Conceptual Development Plan, without Variances
  - e. Development Plan, without Variances
  - f. Preliminary Plat, without Variances
3. A request for Call Up shall be:
  - a. Filed in writing with Planning Director
  - b. Filed within 10 days following the date of decision

For Example: If a decision is made by Planning Commission on a Thursday, the request will need to be submitted by the second Monday after the decision.

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
				Decision made, Day 0	Day 1	Day 2
Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9
Day 10*	<b>Request for Appeal Due</b>					

\*Per CDC Section 800.B.8 if the last day of a period of time falls on a Saturday, Sunday or City holiday, the period of time extends to the next day that is not a Saturday, Sunday or City holiday.

4. Request Content shall:
  - a. State the decision being called up
  - b. Include grounds for call up
  - c. Include specific sections of the CDC that have been applied in error
5. With a complete request the Call Up will be scheduled for hearing with City Council
6. City Council evaluates decisions based on the original information
7. City Council will take action on the appeal request. They can:

- a. Uphold the decision
- b. Remand the decision to Planning Commission or the Director
- c. Reverse or revise the decision

# Call Up Process Overview

