



Preconsultation Process- Planning Applications

Use this document to understand the Preconsultation review process. Also see Preconsultation Submittal Requirement Form, Scope Approval Forms, and Complete Application Information.

Application Types

Use this form for the following application types:

- Preconsultation - Drainage Scope Approval Form or Waiver Request
- Preconsultation - Geotechnical Report Waiver Request
- Preconsultation - Traffic Study Scope Approval Form or Waiver Request
- Preconsultation - Water Demand Report Waiver Request

Procedures

Once an application is submitted, applicants should allow 7-14 days for review. It is likely that reviews will occur prior to that timeframe as workloads allow. After review of the submittal is complete, applicants will receive an email with an attached letter stating the status of the application review.

Scope Approval Form Outcomes – Drainage Study & Traffic Study

- Preconsultation Correction Notice
 - States the revision(s) required
 - A resubmittal is required prior to a decision
- Preconsultation Approval Letter
 - Specifies what is being approved
 - Includes a stamped scope approval form

Waiver Outcomes - All

- Approval Letter
 - Specifies which study or report is waived
 - Submit the approval letter in-lieu of the required study or report
- Denial Letter
 - Water Demand or Geotechnical Report: a complete report is required with future Planning Application
 - Drainage or Traffic Study: denied waiver requests receive a Preconsultation Correction Notice which requires resubmittal of a scope approval form for review and approval

Future Development & Subdivision Application Submittals

For Planning Applications that require a study or report, submit either the complete report, including scope approval form, or the Preconsultation Approval Letter for each study or report type for which a waiver was received.

Preconsultation Review Process Overview

The overview below is informational. Multiple submittals may be required.

