**Review Phases**

**Conceptual Design**
- Developing a concept is the best way to see how your ideas fit in the property. See the information below for ways to design a plan that meets your needs and City code.

**Pre-Hearing Review & Public Hearing**
- This phase is for all proposals that require a public hearing: PDPs, ODPs, Rezoning, and Amendments, and Major Amendments. The formal review process starts here for BECs and MAc; Step 3a does not apply.

**Final Plan Review**
- This phase is for all proposals that require a public hearing: PDPs, ODPs, Rezoning, and Amendments, and Major Amendments. The formal review process starts here for BECs and MAc; Step 3a does not apply.

**Step 7. Submit Final Plans**
- Submit either new or revised final documents including final application, final review fees, plans and other documents to the DRC. City departments and outside agencies review your plans. More about Final Review and documents.

**Step 8. Final Plan Review**
- More construction detail is required during the final plan review phase. Staff, initial and subsequent reviews each take 3 weeks. Proposals affecting historic resources are presented to the Landmark Preservation Commission (LPC) prior to Step 8 to receive preliminary feedback and a hearing recommendation. This meeting can occur before your initial submittal (Step 4) or during staff review.

**Attend Staff Review Meeting**
- Staff meet to discuss their comments at staff review. You are welcome and encouraged to attend these meetings.

**Step 9. Signing and Recording**
- Signing by the Owner/Developer:
  - Submit a finalized and signed Development Agreement to the Planning and Zoning Board (Type 2) approves, or other needed site easements
  - More about Final Review and documents.

**Step 10. Coordinate Site Permits and Inspections**
- Types of permits include: Development Construction Permit (DCP), Enforcement Permit, Sidewalk or Drain Approach Permit, and a Certificate of Occupancy. Coordinate any needed additional project reviews; for your site with your DRC Engineer. You can begin legal work once your permit is issued and erosion control is inspected while your building permit review process is completed (see Steps 11 and 12).

**Step 11. Establish Land Records**
- This step prepares your project for full building permit review by providing all necessary information about your plans to agencies reviewing your project.
  - The City must accept all闵 and full site documents for signatures and filing.
  - Final AutoCAD drawing of site plans and easements must be reviewed and accepted.
  - GIS site plans and easement information entered into City database using AutoCAD drawing.
  - Address assignees (if not assigned);
  - Import land records data into City database;
  - Data is reviewed for accuracy and made available for full full building permit review;
  - The Development Review Center notifies you when this step is complete and the project is ready for full building permit submission

**Step 12. Full Building Permit Review**
- Staff collects all site, building and health safety requirements for your project and oversees permit applications for your site. Staff reviews your project’s completeness, including City codes, standards, and specifications.

**Building Inspections & Completion**
- Inspections identify any issues with construction as it near completion. Other inspections continue after completion and CO.

**Step 13. Schedule and Complete Building Submits Inspections**
- City staff or an approved “special inspector” must presubmit building inspections at various phases to ensure code compliance in order to receive final project approval.

**Types of building inspections**

- Stormwater Facility Certification
- Site and Landscape Inspections

**Neighborhood Meeting Guide**
- It’s important to understand your project’s stormwater management potential, and comply with development requirements early in the process.

**Step 2. Sign up for Conceptual Review or Preliminary Design Review**
- Meet with staff to review your project concept for a formal development review submittal (Step 3).

**Step 3. Prepare your plan at a Neighborhood Meeting**
- A neighborhood meeting may be required before you proceed with your formal submittal. Contact your staff planner to make sure you meet the requirements and to coordinate the time, location and mailing.

**Step 4. Submit Application for formal review**
- Submit a signed development application, review fees, plans and other documents to the DRC. City departments and outside agencies review your plans. More about the application.

**Step 5. Project Review**
- Prior to hearing: initial and subsequent reviews each take 3 weeks. Proposals affecting historic resources are presented to the Landmark Preservation Commission (LPC) prior to Step 8 to receive preliminary feedback and a hearing recommendation. This meeting can occur before your initial submittal (Step 4) or during staff review.

**Schedule LPC Conceptual Review:**
- The Landmark Preservation Commission’s design review subcommittee conducts this initial step if it applies to your project. Contact Historic Preservation staff at 920-221-6208 for questions and scheduling.

**Schedule Building Code Preliminary Meeting:**
- All projects contact single-family and tenant board to discuss the preliminary meeting with Building Services. For questions and to schedule this meeting call 911-4-1344 at 970- 4-1344 for questions and to schedule a meeting.

**By Step 8 Final Plan Review:**
- Staff review of Steps 5 and 6 is continued prior to scheduling your hearing by providing an initial submittal that includes all final plan information. Combining these steps is not recommended for most projects.

**COMMON ACRONYMS:**
- NBC: Basic Development Review
- DA: Development Agreement
- DCP: Development Construction Permit
- DRC: Development Review Center
- FDP: Final Development Plan
- B/C: Building Code
- LDC: Low Impact Development
- MA: Minor Amendment
- ODP: Overall Development Plan
- PDA: Project Development Agreement
- PDC: Preliminary Development Code