

**Step 1**

**Submit Application**

You submit an application, plans, and any additional submittals required by the application packet. Application is reviewed by Staff and outside agencies (if required).

Applications are due at least 30 days prior to the next available Planning Commission Meeting. The City has 15 days to determine if the application is complete.

**Step 2**

**Staff Review**

Once the application is complete, the application is reviewed by the Development Review Team (DRT). Applicants are encouraged to schedule an in person meeting to review DRT comments.

The Planning Division compiles all DRT comments into a single report for the Planning Commission.

DRT review takes approximately two (2) weeks.

**Step 3**

**Planning Commission Review**

The Planning Commission holds public hearings as required for land use applications.

The Planning Commission recommends approval with conditions or denial with findings of fact and moves the application forward to the City Council.

**Step 4**

**City Council Review**

The Planning Commission recommendation is forwarded to the City Council for consideration for final adoption.

There is approximately three (3) weeks between Planning Commission and City Council unless a Special Meeting is called for.

**Step 5**

**Post Approval**

All resolutions, agreements, contracts, sureties, additional permits, etc., must be executed before the City can issue a Building Permit.

**Contact the Building Division for estimation of Plan Review**

You submit a formal application for a Building Permit. Please contact the Building Division for specific submittal requirements.

**Submit Permit Application**

**Step 6**

Plans are reviewed by various City divisions for compliance with City approvals and applicable regulations.

**Plan Review**

**Step 7**

Once the Permit is approved, Staff will contact you with the Permit amount.

**Obtain Building Permit**

**Steps 1-4 typically take 45-60 days. Major Plats can be 60-120 days+.**

**Step 1**

**Step 2**

**Step 3**

**Step 4**

**Step 5**

**Step 6**

**Step 7**