

MINOR SITE PLAN FLOWCHART

1. **PURPOSE:** Minor Site Plans are required for non-substantial improvements to industrial commercial, business, and multi-family residential sites, they are also required to ensure compliance with various county land use, zoning, traffic, drainage, environmental, and utilities requirements.
2. **PROCESS:** The following flowchart illustrates the general steps in the review and approval of a minor site plan application.

*Note: Initial, informal meetings with staff to discuss project concepts are encouraged and can be held at any time. A formal "Pre-application Conference" may be held with county staff at the applicant's request.

TIME FRAME

STEP

Week 1 (1) **Formal Application/Plans Submitted.** Planning staff routes plans and materials to other departments, schedules projects on TRC agenda. Staff planner assigned to project; plans reviewed.

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Week 2 (2) **TRC (Technical Review Committee) Meeting.** Formal staff meeting held project discussed (applicants may be asked questions); draft discrepancies letter distributed at the meeting, final letter sent to applicant.

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(a) If TRC re-review is specified, go back to Step 1.

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(b). If no TRC re-review is specified, go to Step 3.

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Week 3-5 *(3) **Applicant Formally Responds.** Applicant submits to planning division response letter and revised plans. Staff reviews response and revision and "signs-off" on plans. Once all appropriate staff (TRC) members have signed-off on the plans, planning staff has the plans signed by the Chairman of the Planning and Zoning Commission (PZC). The plan is the officially considered approved. Staff notifies the applicant of the approval as well as any approval conditions.

IF APPROVED

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** (4) **Site Plan Release.** Applicant meets with staff planner and documents that all jurisdictional agency permits and approval conditions are satisfied Planner releases approved site plans to applicant.

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** (5) **Building Permit Issuance.** Applicant coordinates directly with the building division and obtains building permit. [Note: concurrency and impact fee obligations must be finalized prior to building permit issuance.]

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**(6) Project Construction. Applicant has project constructed.

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**(7) Certificate of Occupancy (C.O.) Issuance. Applicant requests inspection of all site improvements. Inspections performed by various department and staff “sign-offs” obtained. C.O. issued by building division Use/occupancy of new facilities allowed to commence.

***TIME FRAME SHOWN** are typical for a project for which the applicant is able and willing to “turn around on” quickly during the 2 week response period covered in the first part of Step 3.

****TIMING OF STEPS 4-7** are dependent upon decisions and actions by the applicant and the applicant’s ability to obtain any necessary jurisdictional agency permits. Therefore time frames for these steps may vary greatly from project to project.

TIME SAVER: an applicant may save time by having any necessary building plans reviewed prior to site plan application approval. For more information contact the Building Division at 226-1275.