

**Site Plan Review Process for Ocean Concrete
(SP-MA-07-03-15 / 2004110124-57127)**

STEP

1. Pre-Application Conference (required for larger projects, optional for smaller projects: no fee required for non-subdivision projects). Applicant submits preliminary plans. Informal pre-application meeting held with staff; comment letter sent to applicant.



2. Formal Application/Plans Submitted. Planning Division staff routes plans and materials to other departments, schedules project on TRC agenda. Staff planner assigned to project; plans reviewed.



3. TRC (Technical Review Committee) Meeting. Formal staff meeting held; project discussed (applicants may be asked questions); draft discrepancy letter distributed at the meeting; final letter mailed after meeting.

If re-review by TRC is specified, go back to STEP #2. If no re-review by TRC is specified, proceed to STEP #4.

Ocean Concrete Current Status ►
(No response to date)



4. Applicant Formally Responds. Applicant submits to Planning Division a response letter and revised plans. Staff from all departments reviews response/revisions and either “signs-off” on plans or provides discrepancy comments.

If one or more departments does not “sign-off”: Planning Division staff sends letter with all department discrepancy comments; repeat STEP #4.

If all departments “sign-off” or review is complete and all staff “sign-offs” cannot be obtained: Proceed to STEP #5.



5. Site Plan Approved/Denied. Planning Division approves or denies site plan and issues notification letter. Approval notification letters may contain conditions. For approved projects, applicant must obtain conditional concurrency certificate prior to site plan approval.

Note: Appeals of site plan approval or denial decisions must be filed within 21 days of the date of the notification letter. An appeal must be submitted on the appropriate form with the applicable fee. Appeals of staff decisions are heard by the Planning and Zoning Commission (PZC). Appeals of PZC decisions are heard by the Board of County Commissioners



6. Site Plan Release. For approved projects, applicant meets with staff planner and documents that all jurisdictional agency permits have been issued, a concurrency certificate has been issued for the project (all impact fees must be paid), and all approval conditions are satisfied. Planner releases approved site plans to applicant. “Horizontal” construction may commence upon release of site plan.