



Community Development Department Plan Review Process

The Community Development Department has an integrated approach to plan review. Each plan is reviewed concurrently by several disciplines (planning/zoning, engineering and building) for code compliance. This approach increases predictability and efficiency in the permitting phase of a project. Plan review begins with the submission of an application and accompanying plans and documents that are required for approval. Permit fees are required at the submittal of an application. Once the submittal has been made, the materials are reviewed by each discipline for compliance with approved site plans, conditions of approval, the submittal requirement checklists and all applicable codes and ordinances.

If corrections **are** required at the conclusion of all the reviews, a unified plan review letter with comments from each discipline (planning/zoning, engineering and building) will be generated. If an email address is included on the application form, planning/zoning comments will be emailed at the conclusion of that discipline's review. A development clerk will contact the applicant when the unified letter is available to be picked up at the Community Development Department's front counter. An invoice for plan review fees will be generated. The applicant must pick up the unified plan review letter at the front counter and pay all plan review fees.

If a resubmittal is necessary, do not submit formal responses to plan review comments directly to the chief building official or plan reviewer, but rather to the development clerks at the Community Development Department's front counter. Please reference the form entitled "Procedures for Re-submittals" at the city's website for information regarding re-submittals.

If corrections **are not** required, the development clerks will process the permit, generate and invoice for plan review fees and notify the applicant to pick up the plans and permit.