Application Processes

The following is a list of the various application processes that the City takes starting with receiving an application through the approval or denial of said application. This list will be provided to the applicant once the application is received by the city **with payment** in order to keep the application up to date on the process.

Downtown Zoning Variance

1. City receives and process application. ***(3 days after payment is received).***
   Date Received: _____
2. Planning and Zoning Administrator looks over provided information and documents from applicant and performs staff review if beneficial, then makes suggested edits or asks for additional information from applicant. ***(around 1 week from when application was processed).***
3. Any edits or additional information is provided by applicant. ***(applicant given around 1 week to provide edits).***
4. Revised plans/text come back to Planning and Zoning Administrator to re-review to make sure all changes have been made. ***(around 1 week from when applicant re-submitted documents).***
5. Notification process to surrounding property owners and newspaper is done. ***(3 days).***
6. Report and Packet are created for the Meeting. ***(Around 3 days).***
7. Meeting is held with a public hearing and Downtown Zoning Ordinance Amendment item is either approved or denied (applicant/applicant engineer is encouraged to attend in order to explain project and answer Zoning Board of Appeals' questions). ***Meeting Date: _____***
   Approval or Denial? _____
8. Applicant/Applicant Engineer is alerted to approval/denial of application as well as any conditions of approval that were placed on the project. ***Date of Notification: _____***
9. Invoice M-live bill to applicant. ***(Received at the end of the month that notice was published in, then billed out to applicant) (3 days to send out invoice).***
10. The application file is cleaned up and organized. ***(around 3 days from approval).***
11. Variance information is created to become a point on the digital map in REGIS's system and sent to them. ***(around 3 days from approval).***

Master Plan Amendment

1. City receives and process application. ***(3 days after payment is received).***
   Date Received: _____
2. Department Head Review ***(around 1 week from when application is received).***
   Date Reviewed: _____
3. Planning and Zoning Administrator reviews Master Plan Amendment. ***(around 1 week from when application is received). Date Reviewed: _____***
4. Planning and Zoning Administrator creates memo to outline changes need to the master plan edit and forwards to applicant/applicant's engineer. ***(around 1 week from when application was processed).***
5. Any edits or additional information is provided by applicant. ***(applicant given around 1 week to provide edits).***
6. Revised plans/text come back to Planning and Zoning Administrator to re-review to make sure all changes have been made. ***(around 1 week from when applicant re-submitted documents).***
7. Notification process to surrounding property owners and newspaper is done. ***(3 days).***
8. Report and Packet are created for the Meeting. ***(Around 3 days).***
9. Meeting is held with a public hearing and Master Plan Amendment item is either recommended to be approved or denied by the City Commission (applicant/applicant engineer is encouraged to attend in order to explain project and answer the Planning Commission's questions).
   Meeting Date: _____ Approval or Denial? _____
10. Applicant/Applicant Engineer is alerted to the recommendation of approval/denial of application as well as any conditions of approval that were placed on the project.
    Date of Notification: _____
11. Applicant will be informed of City Commission meeting date for final approval/denial.
    Date of notification for next City Commission Meeting: _____
12. The City Commission either approves or denies the Master Plan Amendment based on the Planning Commission's recommendation. ***Meeting Date: _____***
    Approval or Denial? _____
13. Invoice M-live bill to applicant. ***(Received at the end of the month that notice was published in, then billed out to applicant) (3 days to send out invoice).***
14. The application file is cleaned up and organized. ***(around 3 days from Planning Commission approval).***
15. A notification letter is created to send to neighboring communities/community partners to let them know that the Master Plan was amended, include the text or map amendment that was approved. ***(around 3 days from City Commission approval) Date sent: _____***
16. If applicable, Master Plan Amendment map edits are shown on a future land use map to send to REGIS to update on the digital map in REGIS's system. ***(around 3 days from City Commission approval) Date sent: _____***
17. If applicable, Master Plan Amendment text will be sent to Municode via the City Clerk to be updated. ***(around 1 week from City Commission approval) Date sent: _____***

PUD – Preliminary

**Requires Special Use Permit to go with Preliminary PUD Application. See Special Use Permit for steps.

Informal:

1. City receives and process application. ***(3 days after payment is received).***
   Date Received: _____
2. Send Stormwater Calculations and Drawings to Engineer for review (Fleis and Vanderbrink).
   (Around 2 weeks)
3. Department Head Review ***(around 1 week from when application is received).***
   Date Reviewed: _____
4. Planning and Zoning Administrator reviews Preliminary PUD Application and Drawings. ***(around 1 week from when application was processed). Date Reviewed: _____***
5. Planning and Zoning Administrator creates memo to outline changes need to the Preliminary PUD and forwards to applicant/applicant's engineer. ***(around 1 week from when application was processed).***
6. Any edits or additional information is provided by applicant. ***(applicant given around 1 week to provide edits).***
7. Revised plans/text come back to Planning and Zoning Administrator to re-review to make sure all changes have been made. ***(around 1 week from when applicant re-submitted documents).***
8. Report and Packet are created for the Meeting. ***(Around 3 days).***
9. Meeting is held and Preliminary Informal PUD item is either approved or denied (applicant/applicant engineer is encouraged to attend in order to explain project and answer Planning Commissions questions). ***Meeting Date: _____***
   Approval or Denial? _____
10. Applicant/Applicant Engineer is alerted to the recommendation of approval/denial of application as well as any conditions of approval that were placed on the project.
    Date of Notification: _____
11. Continue onto Preliminary Formal PUD steps.

Formal:

**Special Use Permit submitted with Preliminary PUD Application has similar steps to the following. See Special Use Permit Section.

1. Create Copy of Preliminary Application. ***(1 day)***
2. Send Stormwater Calculations and Drawings to Engineer for review (Fleis and Vanderbrink).
   (Around 2 weeks)
3. Department Head Review ***(around 1 week from when application is received).***
   Date Reviewed: _____
4. Planning and Zoning Administrator reviews Preliminary PUD Application and Drawings. ***(around 1 week from when application was processed). Date Reviewed: _____***
5. Planning and Zoning Administrator creates memo to outline changes need to the Preliminary PUD and forwards to applicant/applicant's engineer. ***(around 1 week from when application was processed).***

6. Any edits or additional information is provided by applicant. ***(applicant given around 1 week to provide edits).***
7. Revised plans/text come back to Planning and Zoning Administrator to re-review to make sure all changes have been made. ***(around 1 week from when applicant re-submitted documents).***
8. Notification process to surrounding property owners and newspaper is done. ***(3 days).***
9. Report and Packet are created for the Meeting. ***(Around 3 days).***
   Meeting is held with a public hearing and Preliminary Formal PUD item is either approved or denied (applicant/applicant engineer is encouraged to attend in order to explain project and answer Planning Commissions questions). ***Meeting Date: _____***
   Approval or Denial? _____
10. Applicant/Applicant Engineer is alerted to the recommendation of approval/denial of application as well as any conditions of approval that were placed on the project.
    Date of Notification: _____
11. Invoice M-live bill and or Engineering bill to applicant. ***(Received at the end of the month that information was sent in, then billed out to applicant) (3 days to send out invoice).***
12. The application file is cleaned up and organized. ***(around 3 days from Planning Commission approval).***
13. Continue onto Informal Final PUD steps.

PUD – Final

Informal:

1. City receives and process application. ***(3 days after payment is received).***
   Date Received: _____
2. Send Stormwater Calculations and Drawings to Engineer for review (Fleis and Vanderbrink).
   (Around 2 weeks)
3. Department Head Review ***(around 1 week from when application is received).***
   Date Reviewed: _____
4. Planning and Zoning Administrator reviews Final PUD Application and Drawings. ***(around 1 week from when application was processed). Date Reviewed: _____***
5. Planning and Zoning Administrator creates memo to outline changes need to the Final PUD and forwards to applicant/applicant's engineer. ***(around 1 week from when application was processed).***
6. Any edits or additional information is provided by applicant. ***(applicant given around 1 week to provide edits).***
7. Revised plans/text come back to Planning and Zoning Administrator to re-review to make sure all changes have been made. ***(around 1 week from when applicant re-submitted documents).***
8. Report and Packet are created for the Meeting. ***(Around 3 days).***
9. Meeting is held and Informal Final PUD item is either approved or denied (applicant/applicant engineer is encouraged to attend in order to explain project and answer Planning Commissions questions). ***Meeting Date: _____***
   Approval or Denial? _____
10. Applicant/Applicant Engineer is alerted to the recommendation of approval/denial of application as well as any conditions of approval that were placed on the project.
    Date of Notification: _____
11. Continue onto Formal Final PUD steps.

Formal:

1. Create Copy of Final Application ***(1 day).***
2. Send Stormwater Calculations and Drawings to Engineer for review (Fleis and Vanderbrink).
   (Around 2 weeks)
3. Department Head Review ***(around 1 week from when application is received).***
   Date Reviewed: _____
4. Planning and Zoning Administrator reviews Final PUD Application and Drawings. ***(around 1 week from when application was processed). Date Reviewed: _____***
5. Planning and Zoning Administrator creates memo to outline changes need to the Final PUD and forwards to applicant/applicant's engineer. ***(around 1 week from when application was processed).***
6. Any edits or additional information is provided by applicant. ***(applicant given around 1 week to provide edits).***
7. Revised plans/text come back to Planning and Zoning Administrator to re-review to make sure all changes have been made. ***(around 1 week from when applicant re-submitted documents).***
8. Notification process to surrounding property owners and newspaper is done. ***(3 days).***

9. Report and Packet are created for the Meeting. ***(Around 3 days).***
10. Meeting is held with a public hearing and the Formal Final PUD item is either approved or denied (applicant/applicant engineer is encouraged to attend in order to explain project and answer Planning Commissions questions). ***Meeting Date: _____***
    Approval or Denial? _____
11. Applicant/Applicant Engineer is alerted to the recommendation of approval/denial of application as well as any conditions of approval that were placed on the project.
    Date of Notification: _____
12. Invoice M-live bill and or Engineering bill to applicant. ***(Received at the end of the month that information was sent in, then billed out to applicant) (3 days to send out invoice).***
13. The application file is cleaned up and organized. ***(around 3 days from Planning Commission approval).***
14. Two copies of the to-scale site plans have a label created with any conditions of approval attached, if applicable, along with signature lines for both applicant and Planning/Zoning Administrator. ***(around 3 days from Planning Commission approval).***
15. These drawings are signed by Planning/Zoning Administrator then mailed to applicant for their signature, asking that one copy be kept for their records and one brought back to City Hall for the Planning/Zoning File. ***(around 3 days from Planning Commission approval).***
16. As-builts are obtained before certificate of occupancy be granted for project. ***(Varies based on project).***
17. As-builts are sent to REGIS for utility information to be created in digital mapping system. ***(3 days after As-Builts are received).***

PUD Amendment

1. City receives and process application. ***(3 days after payment is received).***
   Date Received: _____
2. Send Stormwater Calculations and Drawings to Engineer for review (Fleis and Vanderbrink). ***(Around 2 weeks)***
3. Department Head Review ***(around 1 week from when application is received).***
   Date Reviewed: _____
4. Planning and Zoning Administrator reviews PUD Amendment Application and Drawings. ***(around 1 week from when application was processed). Date Reviewed: _____***
5. Planning and Zoning Administrator creates memo to outline changes need to the PUD Amendment and forwards to applicant/applicant's engineer. ***(around 1 week from when application was processed).***
6. Any edits or additional information is provided by applicant. ***(applicant given around 1 week to provide edits).***
7. Revised plans/text come back to Planning and Zoning Administrator to re-review to make sure all changes have been made. ***(around 1 week from when applicant re-submitted documents).***
8. Notification process to surrounding property owners and newspaper is done. ***(3 days).***
9. Report and Packet are created for the Meeting. ***(Around 3 days).***
10. Meeting is held with a public hearing and the PUD Amendment item is either approved or denied (applicant/applicant engineer is encouraged to attend in order to explain project and answer Planning Commissions questions). ***Meeting Date: _____***
    Approval or Denial? _____
11. Applicant/Applicant Engineer is alerted to the recommendation of approval/denial of application as well as any conditions of approval that were placed on the project.
    Date of Notification: _____
12. Invoice M-live bill and or Engineering bill to applicant. ***(Received at the end of the month that information was sent in, then billed out to applicant) (3 days to send out invoice).***
13. The application file is cleaned up and organized. ***(around 3 days from Planning Commission approval).***
14. Two copies of the to-scale site plans have a label created with any conditions of approval attached, if applicable, along with signature lines for both applicant and Planning/Zoning Administrator. ***(around 3 days from Planning Commission approval).***
15. These drawings are signed by Planning/Zoning Administrator then mailed to applicant for their signature, asking that one copy be kept for their records and one brought back to City Hall for the Planning/Zoning File. ***(around 3 days from Planning Commission approval).***
16. As-builts are obtained before certificate of occupancy be granted for project. ***(Varies based on project).***
17. As-builts are sent to REGIS for utility information to be created in digital mapping system. ***(3 days after As-Builts are received).***

Site Plan Review

1. City receives and process application. ***(3 days after payment is received).***
   Date Received: _____
2. Send Stormwater Calculations and Drawings to Engineer for review (Fleis and Vanderbrink). ***(Around 2 weeks)***
3. Department Head Review ***(around 1 week from when application is received).***
   Date Reviewed: _____
4. Planning and Zoning Administrator reviews Site Plan Application and Drawings. ***(around 1 week from when application was processed). Date Reviewed: _____***
5. Planning and Zoning Administrator creates memo to outline changes need to the Site Plan and forwards to applicant/applicant's engineer. ***(around 1 week from when application was processed).***
6. Any edits or additional information is provided by applicant. ***(applicant given around 1 week to provide edits).***
7. Revised plans/text come back to Planning and Zoning Administrator to re-review to make sure all changes have been made. ***(around 1 week from when applicant re-submitted documents).***
8. Notification process to surrounding property owners is done. ***(3 days).***
9. Report and Packet are created for the Meeting. ***(Around 3 days).***
10. Meeting is held and Site Plan Review item is either approved or denied (applicant/applicant engineer is encouraged to attend in order to explain project and answer Planning Commissions questions). ***Meeting Date: _____ Approval or Denial? _____***
11. Applicant/Applicant Engineer is alerted to approval/denial of application as well as any conditions of approval that were placed on the project. ***Date of Notification: _____***
12. Invoice Engineering bill to applicant. ***(Received at the end of the month that information was sent in, then billed out to applicant) (3 days to send out invoice).***
13. The application file is cleaned up and organized. ***(around 3 days from Planning Commission approval).***
14. Two copies of the to-scale site plans have a label created with any conditions of approval attached, if applicable, along with signature lines for both applicant and Planning/Zoning Administrator. ***(around 3 days from Planning Commission approval).***
15. These drawings are signed by Planning/Zoning Administrator then mailed to applicant for their signature, asking that one copy be kept for their records and one brought back to City Hall for the Planning/Zoning File. ***(around 3 days from Planning Commission approval).***
16. As-builts are obtained before certificate of occupancy be granted for project. ***(Varies based on project).***
17. As-builts are sent to REGIS for utility information to be created in digital mapping system. ***(3 days after As-Builts are received).***

Special Use Permit

1. City receives and process application. ***(3 days after payment is received).***
   Date Received: _____
2. Planning and Zoning Administrator looks over provided information and documents from applicant, makes suggested edits or asks for additional information from applicant. ***(around 1 week from when application was processed).***
3. Any edits or additional information is provided by applicant. ***(applicant given around 1 week to provide edits).***
4. Revised plans/text come back to Planning and Zoning Administrator to re-review to make sure all changes have been made. ***(around 1 week from when applicant re-submitted documents).***
5. Notification process to surrounding property owners and newspaper is done. ***(3 days).***
6. Report and Packet are created for the Meeting. ***(Around 3 days).***
7. Meeting is held and Special Use Permit item is either approved or denied (applicant/applicant engineer is encouraged to attend in order to explain project and answer Planning Commissions questions). ***Meeting Date: _____ Approval or Denial? _____***
8. Applicant/Applicant Engineer is alerted to approval/denial of application as well as any conditions of approval that were placed on the project. ***Date of Notification: _____***
9. The application file is cleaned up and organized. ***(around 3 days from Planning Commission approval).***

Zoning Ordinance Amendment

1. City receives and process application. ***(3 days after payment is received).***
   Date Received: _____
2. Department Head Review ***(around 1 week from when application is received).***
   Date Reviewed: _____
3. Planning and Zoning Administrator reviews Zoning Ordinance Amendment. ***(around 1 week from when application is received). Date Reviewed: _____***
4. Planning and Zoning Administrator creates memo to outline changes need to the Zoning Ordinance edit and forwards to applicant/applicant's engineer. ***(around 1 week from when application was processed).***
5. Any edits or additional information is provided by applicant. ***(applicant given around 1 week to provide edits).***
6. Revised plans/text come back to Planning and Zoning Administrator to re-review to make sure all changes have been made. ***(around 1 week from when applicant re-submitted documents).***
7. Notification process to surrounding property owners and newspaper is done. ***(3 days).***
8. Report and Packet are created for the Meeting. ***(Around 3 days).***
9. Meeting is held with a public hearing and Zoning Ordinance Amendment item is either recommended to be approved or denied by the City Commission (applicant/applicant engineer is encouraged to attend in order to explain project and answer the Planning Commissions questions). ***Meeting Date: _____ Approval or Denial? _____***
10. Applicant/Applicant Engineer is alerted to the recommendation of approval/denial of application as well as any conditions of approval that were placed on the project.
    Date of Notification: _____
11. Applicant will be informed of City Commission meeting date for final approval/denial.
    Date of notification for next City Commission Meeting: _____
12. The City Commission either approves or denies the Zoning Ordinance Amendment based on the Planning Commission's recommendation. ***Meeting Date: _____***
    Approval or Denial? _____
13. Invoice M-live bill to applicant. ***(Received at the end of the month that notice was published in, then billed out to applicant) (3 days to send out invoice).***
14. The application file is cleaned up and organized. ***(around 3 days from Planning Commission approval).***
15. A notification letter is created to send to neighboring communities/community partners to let them know that the Zoning Ordinance was amended, include the text or map amendment that was approved. ***(around 3 days from City Commission approval) Date sent: _____***
14. If applicable, Zoning Ordinance Amendment map edits are shown on a future land use map to send to REGIS to update on the digital map in REGIS's system. ***(around 3 days from City Commission approval) Date sent: _____***
15. If applicable, Zoning Ordinance Amendment text will be sent to Municode via the City Clerk to be updated. ***(around 1 week from City Commission approval) Date sent: _____***

Zoning Variance

1. City receives and process application. ***(3 days after payment is received).***
   Date Received: _____
2. Planning and Zoning Administrator looks over provided information and documents from applicant, makes suggested edits or asks for additional information from applicant. ***(around 1 week from when application was processed).***
3. Any edits or additional information is provided by applicant. ***(applicant given around 1 week to provide edits).***
4. Revised plans/text come back to Planning and Zoning Administrator to re-review to make sure all changes have been made. ***(around 1 week from when applicant re-submitted documents).***
5. Notification process to surrounding property owners and newspaper is done. ***(3 days).***
6. Report and Packet are created for the Meeting. ***(Around 3 days).***
10. Meeting is held with a public hearing and the Zoning Variance item is either approved or denied (applicant/applicant engineer is required to attend in order to explain project and answer Zoning Board of Appeals' questions). ***Meeting Date: _____***
    Approval or Denial? _____
11. Applicant/Applicant Engineer is alerted to approval/denial of application as well as any conditions of approval that were placed on the project. ***Date of Notification: _____***
12. Invoice M-live bill to applicant. ***(Received at the end of the month that notice was published in, then billed out to applicant) (3 days to send out invoice).***
13. The application file is cleaned up and organized. ***(around 3 days from approval).***
14. Variance information is created to become a point on the digital map in REGIS's system and sent to them. ***(around 3 days from approval).***