Development Project Review Pre-Application Meeting Checklist

Meeting Date:			
Dear Customer:			
the community is importa		in your development project. Investing in nce Community and providing you with	
		the preliminary stages of a development rofessionals aware of code standards that	
provided by city staff to a consultant, etc.), or any o complete application. Char review. Applicants and (architects and engineers)	real estate agent, attorney, design ther applicant/owner representation ges in design from preliminary to property owners are advised to after meeting with city staff to further to the staff to further the staff to staff the staff to staff the staff to staff the staff to staff the	ions related to city codes or processes on professional (architect, engineer, code we is subject to change upon receiving a final submittal will often affect the code consult with their design professionals or their fithe code implications for their fithe code implications and options on the	
City Staff in Attendance:			
Applicant / Development F	Professional in Attendance:		
Name	Phone	Email	

Project description as presented by applicant:			
	Issue	Notes	
Zoning			
	Use of property as defined in code		
	Density of residential use	- <u></u>	
	Use standards		
	Floodplain		
	Compliance with Comp Plan		
	Retail Market Study Other		
	Other		
Plat			
	Right-of-way dedication		
	 Perimeter 		
	o Interior		
	Cul-de-sac lengthNo. of units		
	No. of unitsLot standards		
	Width		
	o Size		
	Access to r/w		
	Utility locations / extensions		
	Access / restrictions		
	Encumbrances (easement, CCRs)		
	Sensitive lands (residential)		
	Floodplain		
	Any variances requested Historic Review		
	Compliance with Comp/Neigh Plan		
	Process – major or minor		
	Studies required		
	 Traffic Impact 		
	 Drainage 		
	o SWP3		
	o DSSA		
	Other		
Site Pla	n		
	Use of property a defined in code		
	Is site platted?		

Conditional zoning	
Building orientation	
Access	
Onsite circulation	
Parking / mitigation	
ADA compliance	
Setbacks	
Height relative to adjacent use	
Utility locations	
Bufferyards	
Signs (pole, etc.)	
Lighting	
Design Standards	
o Commercial	
o Industrial	
o Downtown	
o Historic	
o Other	
Overlay Districts	
 Airspace (airport) 	
o Floodplain	
■ H&H study	
Drainage plan Improve it is a surface.	
Impervious surfacePlanned Development	
 Planned Development Transportation Corridor – SLT/K10-TC 	
o 150-foot KU Boundary	
Urban Conservation	
■ Downtown	
■ 8 th and Penn	
Impervious / storm water	
Fire Access	
Solid Waste	
Are variances requested	
Process type:	
o Minor	
 Standard 	
o Major	

Managing Expectations

The processing time necessary to complete applications varies based on type. The timeframes below are *guidelines* and should be considered *minimums* from the time of submittal to the city. They take into account a typical review process of addressing review comments. You should plan for at least the noted time to process your application through the process. Some projects can be completed quicker and some projects can take significantly longer due to unforeseen events associated with the process.

Review Type	Typical process times
Administrative	
Special Event Permit	5-10 days
 Special Event Permit (CC approval) 	10-15 days
Floodplain Permit	14 days
Minor Site Plan	3 weeks
Standard and Major Site Plan	4-6 weeks
Home Occupation	10 days
Minor Subdivision	3 weeks
Unincorporated property divisions	3 weeks
Historic Design Review (administrative)	2 weeks
Historic Resources Commission • Design Review	4-6 weeks
Planning Commission	+ o weeks
Preliminary plat	10-12 weeks
Plat variances	10-12 weeks
Board of Zoning Appeals	
Variance	4-6 weeks
Appeal of administrative determination	4-6 weeks
County Commission	
Site Plan	4-6 weeks
Planning Commission and City Commission or	
County Commission	
 Rezoning (SUP and CUP) 	14-16 weeks
Comprehensive Plan Amendment	20-24 weeks
• Annexation	14-16 weeks

Complete, accurate plans and applications provide the most aid in meeting these goals and ensuring a successful permit process for you, the customer. Items that will facilitate the most expedient permit review and issuance include:

review	and issuance include:
	Submitting a complete permit application
	Maintaining the project design through the review
	Fully addressing all first-round review comments upon resubmitting the revised plans
Next S	teps for Applicant – critical next steps in the permit process include the following:
	Consult or retain the services of a design professional (architect and/or engineer)
	Staff encourages all development applicants to speak with neighbors of a project
	Other
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	ceps for Staff