

## Memorandum

**To: Planning Commission**  
**Subject: Revised Submittal Procedures**

<u>Types of Submittals:</u>	<u>Current Submittal Dates</u>
Design Plat Submittals	15 days
Engineering Plat Submittals	30 days
Final Plat Submittals	15 days
Minor Subdivision Submittals	15 days
Site Plan Submittals	40 days
Planned Development Submittals	30 days

### **Problem:**

Lack of adequate time for (1) staff review, (2) communication with developer, (3) revision of submission, (4) preparation of PC packets for distribution, and (5) review by PC members prior to the PC meeting. Tendency for submittal components to come to staff piecemeal or at the last minute. Lack of definition of what constitutes a submittal. Lack of a standard calendar.

### **Recommendations:**

**A Standard Submittal Calendar** for all types of submittals to allow adequate time for staff review, communication with developer, revision of submission, preparation of PC packets for distribution, and review by PC members prior to the PC meeting.

Review by PC members -	5 working days - Week before meeting
Preparation of packets and agenda by staff -	5 working days - Two weeks
Certification of packets by staff	1 working day - 15 days prior to meeting
Staff write ups in response to developers	4 working days - Three weeks prior
Developers response to staff review	5 working days - 4 weeks prior
Staff review of complete submittal	15 working days - 7 weeks prior

A Formal preliminary meeting will be required for all initial submittals to review the process with developers. A checklist will serve as the agenda. All review staff will be present.

**Definition of Submittal:** For all types of submittals, a formal submittal is the set of documents, certifications, written staff review, developer response, and fee payments which must be complete and received by staff as single packet, ready to place on the PC agenda for review. A Submittal Form is being developed for each type of submittal and will be a required component of all submittal packets. The packets will be reviewed by office staff on the Friday, 15 days prior to the next scheduled PC meeting at which the submittal will be presented for PC approval. If a packet is incomplete at 4 PM that day, it will not be placed on the agenda. The incomplete packet will be returned to the developer.

**Monday, November 2 or 16 - Preliminary meeting with developers**

**Monday, November 30 - Begin Final review if all information provided**

**Monday, December 21 - Last day for staff comments to send to developers**

**Monday, December 26 - Last day for developer to respond to comments**

**Friday, December 31 - Last day to verify complete submittals**

**Monday, January 11 - Agenda and packets delivered to PC members.**

**Monday, January 18 - Planning Commission**

**From Final Review to PC meeting is 35 working days.**