



## Building & Development Application Submittal Policy – 2019

### PURPOSE

The purpose of this *Building & Development Application Submittal Policy* is to provide greater transparency in the building and development process and to provide clear guidelines for application submittal procedures. *The application deadlines and public notices referenced in this document are only for projects that must be considered by ZAPCO and City Council/BOA. All potential applicants should review this policy for important information about application submittal procedures.*

### APPLICABILITY

This Building & Development Application Submittal Policy applies to the following applications: subdivision; zoning, including short-term rentals (STR) and special use permits (SUP); variances; waivers; residential construction; commercial construction; signs, including uniform sign agreements; development agreements; and any other building/development related permit.

### PRE-APPLICATION MEETINGS

Pre-application meetings for the following project types are mandatory: 1) subdivision; 2) residential construction; 3) commercial construction; 4) variances; 5) Zoning change requests; 6) Planned Development Districts (PDDs). Pre-application meetings are strongly encouraged for other types of permits. Staff will coordinate pre-application meetings upon receipt of a completed Pre-Application Meeting Request Form. Pre-application meetings must be scheduled in advance with staff; drop-ins will not be possible.

### APPLICATION DEADLINES

Refer to the schedule at the end of this document for initial submittal and re-submittal deadlines if permit requires approval by BDC, ZAPCO, and/or City Council and BOA. These deadlines must be met to ensure adequate time for staff to review the application for administrative completeness; prepare and send public notices; and to ensure the applicant is ready for the scheduled meetings. If applications are not turned in on time to make it onto the requested BDC or ZAPCO meeting agenda, the application will be rolled over to the following month.

### INCOMPLETE APPLICATIONS

Incomplete applications for any application type will not be accepted. Applications, including supplemental material, must be considered administratively complete by staff prior to technical review and sending out public notifications. Incomplete applications will not be forwarded to reviewers. If fees are not paid at time of application submittal, the application will not be accepted. Please contact staff ahead of application submittal to determine the fee.

### APPLICATION REQUIREMENTS

Building permit applications must include two hard copies and PDFs. Applications requiring recommendation or action by BDC, ZAPCO, or City Council/BOA must be turned in no later than the deadlines provided in the Application Submittal & Meeting Schedule below. Both digital and hard copies must be turned in. Fifteen hard copies of the finalized application package must be turned in at least two weeks before the scheduled meeting, after staff has determined the application administratively complete. *Each copy of the application package must be collated. Oversized pages must be folded to fit into an 8.5"x11" folder.*

*All applications (any type) must be submitted to Zoning & Planning Secretary Mark Littrell.*

## RE-SUBMITTED APPLICATIONS

Building permit applications that are re-submitted to address staff comments must include a comment response letter with each staff comment and a brief explanation of how the comment is being addressed, and sheet/page number where the change has been made on the plans.

Re-submitted plans must include the revision date on the cover sheet of the plans, and on the submittal/comment response letter. Refer to Application Requirements in previous section if hard copies need to be re-submitted for review by BDC, ZAPCO, City Council, or BOA.

## PUBLIC NOTICES

City staff handles all required public notices. Staff will let applicants know if it is necessary to pick up a public notice sign to place on the property. Notification costs are calculated as part of the total permit fees and must be paid upon application submittal.

## REVIEW COMMENTS

It is the goal of staff to provide technical review comments within fifteen to twenty business days of the initial application submittal (or sooner if possible). Please note that due to the high volume of application submittals and staff and consultants' availability, it may occasionally take a longer amount of time to provide comments.

## APPLICATION SUBMITTAL & MEETING SCHEDULE

The chart below includes application submittal deadlines based on ZAPCO meetings. Application submittal deadlines are calculated 45 days before the ZAPCO meeting, and re-submittal deadlines are 16 days prior to the ZAPCO meeting. If deadlines are missed, applications will roll over to the following month's ZAPCO agenda. Deadlines and meeting dates are subject to change.

### **2019 APPLICATION SUBMITTAL & MEETING SCHEDULE**

<b><u>Application Submittal Deadline<sup>1</sup>(by 5pm)</u></b>	<b><u>Applicant Re-Submittal Deadline Addressing Staff Comments<sup>2</sup> (by 5pm)</u></b>	<b><u>Building Design Committee (BDC) - 5:30PM</u></b>	<b><u>Zoning &amp; Planning Commission (ZAPCO) - 6:30PM</u></b>	<b><u>City Council - 7:00PM</u></b>	<b><u>Board of Adjustment (BOA)<sup>3</sup> &amp; City Council- 7:00PM</u></b>
2-Dec-18	31-Dec-18	2-Jan-19	16-Jan-19	23-Jan-19	13-Feb-19
6-Jan-19	4-Feb-19	6-Feb-19	20-Feb-19	27-Feb-19	13-Mar-19
3-Feb-19	4-Mar-19	6-Mar-19	20-Mar-19	27-Mar-19	10-Apr-19
3-Mar-19	1-Apr-19	3-Apr-19	17-Apr-19	24-Apr-19	8-May-19
31-Mar-19	29-Apr-19	1-May-19	15-May-19	22-May-19	12-Jun-19
5-May-19	3-Jun-19	5-Jun-19	19-Jun-19	26-Jun-19	10-Jul-19
2-Jun-19	1-Jul-19	3-Jul-19 <sup>4</sup>	17-Jul-19	24-Jul-19	14-Aug-19
7-Jul-19	5-Aug-19	7-Aug-19	21-Aug-19	28-Aug-19	11-Sep-19
4-Aug-19	2-Sep-19	4-Sep-19	18-Sep-19	25-Sep-19	9-Oct-19 <sup>3</sup>
1-Sep-19	30-Sep-19	2-Oct-19	16-Oct-19	23-Oct-19	13-Nov-19
6-Oct-19	4-Nov-19	6-Nov-19	20-Nov-19	11/27/2019 (may be rescheduled)	11-Dec-19
		<i>No December Meeting</i>	<i>No December Meeting</i>	<i>No December Meeting</i>	11-Dec-19

1-Dec-19	30-Dec-19	1-Jan-20 (to be rescheduled)	15-Jan-20	22-Jan-20	12-Feb-20
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<sup>1</sup> *If deadline falls on a weekend or City holiday, application submittal is due the preceding business day.*

<sup>2</sup> *Certain applications, such as Special Use Permits, are only considered by BOA. In these circumstances, applications are due 45 days prior to the BOA meeting.*

<sup>3</sup> *October 9, 2019 City Council meeting may be rescheduled.*

<sup>4</sup> *July 3, 2019 BDC meeting may be rescheduled or canceled.*