

Development Review

Concept Phase

The intent of the Concept Phase is to provide the applicant and the City and public utilities with the opportunity to identify all significant and major issues (building location and footprint, orientation, site layout, access issues, required studies, etc.) that will affect the basic design and feasibility of the project. The City will also identify any public health and safety issues. Additional information or required studies will also be identified. Both the City and the Applicant will be expected to adhere to the determinations and agreements made at the Concept Phase. Significant changes to the plan will require resubmission.

Project Submittal –

The project may be submitted only when the initial concept plan submittal includes the following information. Any exception to this must be agreed to by the Case Manager and explained in writing. The applicant will be required to submit fifteen copies of the concept plan to the Case Manager. The time expectations committed to by the City do not begin until concept plans have been submitted and have been determined to be complete by your Case Manager. The concept plan submittal must contain the following information –

1. Project Initiation Form
2. Sketch plan that shows the following:
 - a. Current zoning
 - b. Location of existing Right of Way
 - c. Dimensions of site, existing and proposed buildings and setbacks
 - d. Approximate location of proposed access points, and access points of adjacent properties
 - e. Type of proposed development including approximate square footage by use and number of units
 - f. Approximate location of existing trees which are in the public Right of Way for zoning districts R-1, R-2, R-2-B
 - g. Identification of existing natural areas, parkways, parks, trails, bike paths and open spaces that are on or adjacent to the property
 - h. Approximate location of existing and proposed easements
 - i. Approximate locations of existing tap and meter locations
 - j. Approximate preliminary building elevations for projects within Design Review Districts
 - k. Location of property boundaries
 - l. Location and names of all adjacent streets, and surrounding context
 - m. Approximate location of existing fire hydrant and water main locations
 - n. Indicate orientation of building and front entry, with relationship to street
3. General description of development concept.

For a full listing of requirements necessary to receive Concept Phase approval, refer to the Concept Phase Submittal List.

Review Team Meeting – Once the applicant is prepared to submit project concept plans, they will contact the Case Manager and a review team meeting will be scheduled for not less than ten days and not more than fifteen days from the submittal and acceptance of project concept plans.

Concept plans will be checked against the requirements for submittal by the Case Manager immediately upon receipt. If the plans do not meet the requirements for submittal, they will be returned, un-reviewed. Once the Case Manager accepts the Concept Plan as complete, the Case Manager will distribute the project's concept plans to the review team representing the different City reviewing agencies. These reviewers will then prepare written comments, outlining the concerns and requirements to be discussed at the review team meeting. Following each review team meeting, the applicant will receive coordinated, written comments reflecting the agreements made at the review team meeting. The concept plan review phase meeting is the first opportunity to discuss the feasibility of the development proposal with the review team, identify the issues and concerns the proposal will need to address, specific site plan submittal requirements and determine the technical studies that will be required.

The review team meeting is an opportunity for City reviewing departments and the applicant to meet and discuss the project at a concept level.

1. The applicant will be invited to meet with City departments and will have the opportunity to discuss the project, City comments, and proposed requirements. Every effort will be made to resolve all conflicting requirements and expectations between City agencies, and between the City and the applicant.
2. A determination will be made regarding the need for an additional review team meeting.
 - a. The applicant will receive a written summary of comments and next step expectations from the Case Manager within two working days.
 - b. The applicant and owner will receive a full listing of all Concept Phase comments, requirements, and complexity issues that must be addressed and/or resolved prior to Formal Submittal from the Case Manager.

3. If any conflicts remain unresolved, the Case Manager will make every attempt to resolve the conflict outside of the review team meeting.

Approval at Conceptual Phase –

Once the applicant has responded to and addressed all the requirements outlined in the concept review meeting, the applicant may submit their project plans for formal review. However, plans submitted for formal review will be checked by the Case Manager against the comments and requirements outlined by the review team. Any plans not containing a full response to all issues will be immediately returned, un-reviewed.