

YEAR 2014 SITE PLAN & SUBDIVISION REVIEW PROCESS CHART

(Amended February 21, 2014)

Submittal by 2:00 pm ⁱ	TEG/SEG Acceptance Certification ⁱⁱ	TEG/SEG Agency Comments Due	SEG/TEG Applicant Review (SEG am after TEG)	Development Navigator Sends Comments/ Hold Notice ⁱⁱ	Consultant Revisions ⁱⁱ by 2:00 pm	Agency Comments Due	PC Meeting Date (3 rd Wed/Mo excluding Dec is always 2 nd Wed)
13-14 Jan 2014	22 Jan 2014	24 Feb 2014	26 Feb 2014	27 Feb 2014	07 Mar 2014	26 Mar 2014	16 Apr 2014
18-19 Feb 2014	26 Feb 2014	24 Mar 2014	26 Mar 2014	27 Mar 2014	04 Apr 2014	23 Apr 2014	21 May 2014
17-18 Mar 2014	26 Mar 2014	21 Apr 2014	23 Apr 2014	24 Apr 2014	02 May 2014	28 May 2014	18 Jun 2014
14-15 April 2014	23 Apr 2014	23 May 2014	28 May 2014	29 May 2014	06 Jun 2014	25 Jun 2014	16 Jul 2014
19-20 May 2014	28 May 2014*	23 Jun 2014	25 Jun 2014	26 Jun 2014	07 Jul 2014	23 Jul 2014	20 Aug 2014
16-17 Jun 2014	25 Jun 2014	21 Jul 2014	23 Jul 2014	24 Jul 2014	01 Aug 2014	27 Aug 2014	17 Sep 2014
14-15 Jul 2014	23 Jul 2014	25 Aug 2014	27 Aug 2014	28 Aug 2014	05 Sep 2014	24 Sep 2014	15 Oct 2014
18-19 Aug 2014	27 Aug 2014	22 Sep 2014	24 Sep 2014	25 Sep 2014	03 Oct 2014	22 Oct 2014	19 Nov 2014
15-16 Sep 2014	24 Sep 2014	20 Oct 2014	22 Oct 2014	23 Oct 2014	07 Nov 2014	19 Nov 2014 *	10 Dec 2014 *
14-15 Oct 2014 *	22 Oct 2014	17 Nov 2014	19 Nov 2014 *	20 Nov 2014	05 Dec 2014	17 Dec 2014 *	21 Jan 2015
10-12 Nov 2014 *	19 Nov 2014 *	15 Dec 2014	17 Dec 2014 *	18 Dec 2014 *	02 Jan 2015	28 Jan 2015	18 Feb 2015
08-09 Dec 2014	17 Dec 2014 *	26 Jan 2015	28 Jan 2015	29 Jan 2015	06 Feb 2015	25 Feb 2015	18 Mar 2015
20-21 Jan 2015	28 Jan 2015	23 Feb 2014	25 Feb 2015	26 Feb 2015	06 Mar 2015	25 Mar 2015	15 Apr 015

* Due to holiday(s) and possible revised Planning Commission schedule, this date may be modified.

Dates may be subject to change. Please see back page for Notes.

NOTES

- i **SUBMITTAL DAY AND CONSULTANT REVISIONS:** All submittals for site plans and subdivisions shall be made to the Community Planning & Building counter no later than 2:00 p.m. Applications not deemed complete shall not be processed. Prior to submittal, the Applicant must schedule an appointment with a staff member to preliminarily review the application for completeness.
CONCEPT REVIEWS: Concept Reviews are to be submitted on a submittal day. Comments shall be provided verbally to the applicant at the meeting. In accordance with 7-1.07.A.4 of the Zoning Ordinance, written concept review comments for subdivisions will be submitted to the applicant within 15 working days of the meeting.

- ii **REVISIONS:** All revised plans, arguments, calculations and other documents to be considered by the Planning Commission or staff **MUST** be submitted by Consultant Revisions Date or it will not be considered by the Planning Commission in its deliberation. Late submittals will be scheduled with the corresponding Planning Commission Meeting. Plans which contain significant review redesign may automatically be moved to the subsequent TEG/SEG meeting after submittal.
FOR CATEGORY II SITE PLANS: The Planning Commission Administrator will issue review comments or approval letter after TEG review. Appeals to the Planning Commission may continue to follow schedule.

DATES AND CALENDAR: Dates may be subject to change.

For additional explanation of the process, please review memorandum dated December 30, 2010.