

LAND DEVELOPMENT PROCESS

PRE-SUBMITTAL MEETING

(Staff & Applicant Action) Preliminary review of proposed project. Applicant will meet with City Staff and SEMSWA to review approval process, fees and additional requirements.

COMMUNITY MEETING (IF REQUIRED)

(Staff & Applicant Action) Must be held prior to application submittal. Public notice is sent per Land Development Code requirements.

APPLICATION SUBMITTAL

(Applicant Action) Formal submittal of proposed project.

STAFF & EXTERNAL AGENCY REVIEW

(Staff Action) Staff aims for two rounds of review and one final "clean-up" review prior to public hearing (if required). Public hearings are scheduled after all comments are substantially addressed.

SUBMIT REVISIONS (Applicant Action)

PUBLIC HEARING (IF REQUIRED)

APPROVALS &

(Staff & Applicant Action) See approval process below

WHO IS NOTIFIED AND HOW:

Same notifications as Community Meeting, and:

a. Community Meeting participants who provided

b. Anyone else who has requested to be notified

2. Notice posted on site 14 days prior to hearing

3. For Ordinances, a newspaper notice must be

published at least 14 days prior to hearing

. Emailed to:

email address

COMMUNITY MEETING IS REQUIRED IF:

- 1. Site is within one mile of a registered HOA and:
- a. More than 500,000 square feet of floor area; or
- b. Trip generation exceeds 5,000 trips per day
- 2. Site is within ½ mile of a registered HOA and:
- a. Buildings will be more than 30 feet tall; or
- b. Involves a rezoning or PUD; or
- c. A traffic study is required; or
- d. Application is for a conditional use
- 3. The application is for a limited use and any of the following conditions apply:
- a. Site is adjacent to an NC or NI zoning district, and is greater than ½ acre; or
- b. Floor area greater than 10,000 square feet

APPROVAL PROCESS

Proximity to Residential Zoning District within the City

More than 500 feet

Less than 500 feet

Development Size (Acres & Height)

Development Size (Acres & Height)

<5 acres & <30 feet in height

<5 acres & >30 feet in height

>5 acres & <30 feet in height

>5 acres & >30 feet in height

<10 acres & <30 feet in height

<10 acres & >30 feet in

>10 acres & <30 feet in height height

>10 acres & >30 feet in height

Director Approval with Planning and Zoning Commission Ratification

Planning and Zoning Commission Approval with City Council Ratification

Planning and Zoning Commission Recommendation and City Council Approval

WHO IS NOTIFIED AND HOW:

Mailed notice is sent 14 days prior to the meeting to:

- 1. Registered neighborhoods and civic associations within 1 mile or 1/2 mile
- 2.CenCON
- 3. Adjacent property owners within 200 feet of site