

<b>COMPLETENESS AND SUBSTANTIVE REVIEW TIMEFRAMES FOR LAND USE PROJECTS (DSA'S)1</b>						
<b>Project (DSA) Type</b>	<b>Completeness Review Stage<sup>2</sup></b>	<b>Substantive Review Stage<sup>3</sup></b>			<b>Overall Review Timeframe<sup>5</sup></b>	<b>Project Manager<sup>6</sup></b>
		<b>1<sup>st</sup> Review Letter Issued<sup>3</sup></b>	<b>2<sup>nd</sup> Review Letter Issued<sup>3</sup></b>	<b>3<sup>rd</sup> Review Letter Issued<sup>4</sup></b>		
Appeal - Board Of Adjustment	15	14	N/A	N/A	29 Days	Planning Director
Appeal - Board of Appeals	15	14	N/A	N/A	29 Days	Building Official
Appeal - P&Z Decision to City Council	2	14	N/A	N/A	16 Days	Planning Director
Certificate of No Effect	15	14	14	10	43 Days	Planner
Certificate of Appropriateness	15	14	14	10	43 Days	Planner
CLOMR/LOMR	15	28	14	14	57 Days	DC Review Engineer
Comprehensive Sign Plan	15	28	14	14	57 Days	Planner
Conditional Use Permit - Non Residential	15	28	14	14	57 Days	Planner
Conditional Use Permit - Residential	15	28	14	14	57 Days	Planner
Final Landscape Plan	15	28	14	14	57 Days	Planner
Final Plat	15	28	14	14	57 Days	Planner
Final Plat Vacation	15	28	14	14	57 Days	Planner
General Plan Amendment - MAJOR	15	45	14	14	74 Days	Planner
General Plan Amendment - MINOR	15	28	14	14	57 Days	Planner
Hardship Relief (HPC)	15	28	14	14	57 Days	Planner
Housing Product	15	28	14	14	57 Days	Planner
Legal Non-Conforming Use Determination	15	14	14	10	43 Days	Planning Director
Local Historic Landmark or Historic District	15	28	14	14	57 Days	Planner
Major Site Plan/Final Development Plan	15	28	14	14	57 Days	Planner

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		<b>1<sup>st</sup> Review Letter Issued<sup>3</sup></b>	<b>2<sup>nd</sup> Review Letter Issued<sup>3</sup></b>	<b>3<sup>rd</sup> Review Letter Issued<sup>4</sup></b>		
Major Site Plan/Final Development Plan - Extension	15	28	14	14	57 Days	Planner
Major Site Plan/Final Development Plan - Minor Amendment	15	14	14	10	43 Days	Planner
Map of Dedication/ROW and Easement Dedication	15	28	14	14	57 Days	DC Review Engineer
Minor Site Plan	15	28	14	14	57 Days	Planner
PAD - Preliminary Development Plan - Minor Amendment	15	28	14	14	57 Days	Planner
PAD - Preliminary Development Plan	15	28	14	14	57 Days	Planner
Preliminary Plat	15	28	14	14	57 Days	Planner
Preliminary Plat - Extension	15	28	14	14	57 Days	Planner
Right of Way/Easement - Abandonment	15	28	14	14	57 Days	Planner
Special Use Permit (BOA)	15	28	14	14	57 Days	Planner
Street Name Change	15	28	14	14	57 Days	Planner
Temporary Use Permit - BOA Approval	15	28	14	14	57 Days	Planner
Variance (BOA)	15	28	14	14	57 Days	Planner
Variance - Owner Occupied SFR (BOA)	15	28	14	14	57 Days	Planner
Zone Change	15	28	14	14	57 Days	Planner
Zoning Compliance Letter	15	14	14	14	43 Days	Planner
Zoning Verification Letter	15	14	14	14	43 Days	Planner

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		<b>1<sup>st</sup> Review Letter Issued<sup>3</sup></b>	<b>2<sup>nd</sup> Review Letter Issued<sup>3</sup></b>	<b>3<sup>rd</sup> Review Letter Issued<sup>4</sup></b>		
Zoning Verification Letter - Medical Marijuana	15	14	14	14	43 Days	Planner

<sup>1</sup>All times are maximum timeframes in calendar days. Shorter timeframes will be accomplished where possible.

<sup>2</sup>Completeness Review timeframes are calculated from time of application submittal to issuance of letter detailing completeness deficiencies or date of accepting application for Substantial Review.

<sup>3</sup>Substantive Review timeframes are calculated from time of acceptance of application for Substantive Review, or upon receipt of re-submittal of revised plans/reports responding to Substantive Review letters, to the date of issuance of a comprehensive review letter.

<sup>4</sup>Requires applicant consent to extend review timeframe by a maximum of 25% of the overall review period.

<sup>5</sup>May be extended by a maximum of 25% with the consent of the applicant.

<sup>6</sup>City Staff having responsibility for communicating review comments and requirements to applicant in a comprehensive fashion.