

## Over-All Review Time-Frames for Land Use Project Applications<sup>1</sup>

Project Classification	Administrative Completeness Review <sup>2</sup> (CR)	Substantive Review (SR) Stage <sup>3</sup>			
		1 <sup>st</sup> Review Letter <sup>4</sup>	2 <sup>nd</sup> Review Letter <sup>5</sup>	3 <sup>rd</sup> Review Letter <sup>6</sup>	Over-All Review Timeframe <sup>7</sup>
Appeal - Board Of Adjustment <sup>8</sup>	2	15	15	15	32
Appeal - Board of Appeals <sup>8</sup>	2	15	15	15	32
Appeal - P&Z Decision to City Council <sup>8</sup>	2	15	15	15	32
Zoning Compliance Letter	2	15	15	15	32
Zoning Verification Letter	2	15	15	15	32
Flood Determination Letter	2	15	15	15	32
Legal Non-Conforming Use Determination	2	15	15	15	32
Certificate of No Effect	2	15	15	15	32
Certificate of Appropriateness <sup>8</sup>	2	15	15	15	32
Major Site Plan/Final DP – Minor Amendment	5	30	30	30	65
CLOMR/LOMR	5	30	30	30	65
Comprehensive Sign Plan <sup>8</sup>	5	30	30	30	65
Conditional Use Permit <sup>8</sup>	5	30	30	30	65
Final Landscape Plan	5	30	30	30	65
Final Plat <sup>6</sup>	5	30	30	30	65
Final Plat Vacation <sup>8</sup>	5	30	30	30	65
Hardship Relief <sup>8</sup>	5	30	30	30	65
Historic Landmark or Historic District <sup>8</sup>	5	30	30	30	65
Housing Product <sup>8</sup>	5	30	30	30	65
Minor Site Plan	5	30	30	30	65
Major Site Plan/Final DP <sup>8</sup>	5	30	30	30	65
Major Site Plan/Final DP - Extension <sup>8</sup>	5	30	30	30	65

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Map of Dedication <sup>8</sup> (ROW & Easement)	5	30	30	30	65
PAD – Preliminary DP <sup>8</sup> (New & Major Amendment)	5	30	30	30	65
PAD – Preliminary DP <sup>8</sup> (Minor Amendment)	5	30	30	30	65
Preliminary Plat <sup>8</sup>	5	30	30	30	65
Preliminary Plat - Extension <sup>8</sup>	5	30	30	30	65
ROW/Esm't Abandonment <sup>8</sup>	5	30	30	30	65
Special Use Permit <sup>8</sup>	5	30	30	30	65
Street Name Change <sup>8</sup>	5	30	30	30	65
Temporary Use Permit (BOA) <sup>8</sup>	5	30	30	30	65
Variance <sup>8</sup>	5	30	30	30	65
Zone Change <sup>8</sup>	5	30	30	30	65
General Plan Amendment - Minor <sup>8</sup>	5	30	30	30	65
General Plan Amendment - Major <sup>8</sup>	5	45	45	45	100

# Over-All Review Time-Frames for Land Use Project Applications<sup>1</sup>

<sup>1</sup>All times are maximum timeframes in business days (Mon-Fri.; excluding City Holidays). Shorter review times will be accomplished where possible.

<sup>2</sup>Completeness Review timeframes are calculated from date of application submittal to date of acceptance or rejection of the application as administratively complete.

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

<sup>4</sup>1<sup>st</sup> review limited to determination of compliance with ordinances, codes, regulations or policy relevant to the specific permit or project application. The 1<sup>st</sup> review comments may be amended to address code/policy requirements that City staff failed to include in the 1<sup>st</sup> comprehensive review document.

<sup>5</sup>2<sup>nd</sup> review shall be limited to:

- a) Addressing 1<sup>st</sup> review comments that the applicant failed to adequately address in their resubmittal; or
- b) Addressing new review issues arising from modifications the applicant has made to the design and/or technical reports.

<sup>6</sup>Third review only allowed if applicant consents to extend review timeframe to resolve remaining code/policy compliance issues. Said extension shall not exceed 50% of the over-all timeframe.

<sup>7</sup>Over-All Review timeframe is the sum of the Completeness, 1st & 2nd Substantive Review timeframes and does not include any time involved in a 3<sup>rd</sup> Review. An administrative decision will be made on the permit/project application prior to the end of the Over-All Review timeframe unless the applicant and the City agree to a 3<sup>rd</sup> Review.

<sup>8</sup>Application is required to be scheduled for Council, Board or Commission meeting for final decision at the end of the administrative substantive review stage. Public Hearing processing time is not included in the Over-All Review timeframe.