Submit** Plans for Development Review Committee (DRC)
- Complete submittal of paper applications and affidavits, with original signatures, & applicable fees – refer to Meeting Dates & Deadlines Schedule
- Digital Upload of Plans into e-plan, within 2 days of submittal
- Review for Completeness, by the Zoning Technician (5 business days)

Plans routed to Staff Members Participating in DRC
- Plans reviewed by: Engineering, BSO, Zoning, Solid Waste, Urban Forestry, CRA, Utilities, Fire & Building
- 1 week before the DRC Meeting, comments are emailed to the Agent
- Comments are discussed at DRC Meeting.

DRC Meeting
- If comments affect multiple disciplines or may alter the site design, applicant must resubmit to DRC.
- For all projects, except Minor Site Plan, if comments are not significant, applicant may proceed to next step.
- For Minor Site Plan, if comments are not significant, applicant resubmits revised plans to Planning & Zoning staff and a Development Order will be issued by the Director of Development Services.

Submit** Plans for Architectural Appearance Committee (AAC)
- Master Sign Program: Complete submittal of paper application, with original signatures
- Building Design: Request folder permissions from Zoning Technician, copying zoning@copbfl.com, to make submittal
- Digital Upload of Plans into e-plan, within 2 days of submittal deadline
- Review for Completeness, by the Zoning Technician (5 business days)

Plans routed to Staff & Committee Members for review
- 1 week prior to AAC Meeting, staff report is emailed to the Agent, and uploaded on e-plan.

AAC Meeting
- If approved, AAC Development Order or Memorandum is issued. If P&Z review is not required, applicant may file for building permit.
- If not approved, the applicant must resubmit.

Submit** Plans for Planning & Zoning Board (P&Z)
- Complete submittal of paper application, with original signatures, affidavits & applicable fees (if necessary)
- Request folder permissions from Zoning Technician, copying zoning@copbfl.com, to make submittal
- Digital Upload of Plans into e-plan, within 2 days of submittal deadline
- Review for Completeness, by the Zoning Technician (5 business days)

Plans routed to Staff Members & Board Members for review
- 1 week prior to P&Z Meeting, staff report is emailed to the Agent, and uploaded on e-plan.

P&Z Meeting
- If P&Z is Decision Making Body and it is approved – a development order will be issued. Applicant may file for building permit.
- If P&Z is Recommending Body, a Memorandum will be issued with the recommendation to the City Commission.

City Commission
- If subject to City Commission approval, request for review/submit necessary documents 30 days prior to the Meeting date.

Resubmittals to DRC
- If application requires AAC review:
- If application requires only P&Z Review:
- If application requires AAC review:

Resubmittals to AAC
- Subsequent to AAC approval, the applicant may submit to P&Z:

Resubmittals to P&Z

O - Optional Review
R - Required Review/ Comments Rendered
D - Required Review/ Decision Making Body
R* - Development Order issued by Development Services Director

**Refer to the specific application for instructions on how to submit applications, fees, affidavits, drawings, and documents.