

Pre-Application Meeting (PAM)

Submit Plans for Development Review Committee (DRC)**

- Complete submittal of online application (using City's web portal *Camino*) & applicable fees – refer to Meeting Dates & Deadlines Schedule
- Digital Upload of Plans into e-plan, within 1 day of submittal
- Review for Completeness, by the Assistant Planner

Plans routed to Staff Members Participating in DRC

- Plans reviewed by: Engineering, BSO, Planning, Zoning, Solid Waste, Urban Forestry, CRA, Utilities, Fire & Building
- 1 week before the DRC Meeting, comments are emailed to the Agent
- Applicant reviews comments & advises Staff if they have any questions on the City's requirements.
- 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 online Camino application
- Building Design: Request AAC access using the eForm found on the P/Z Webpage
- Digital Upload of Plans into e-plan, within 1 day of submittal deadline
- Review for Completeness, by the Assistant Planner

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.

Application Types	PAM	DRC	AAC	P&Z	CC
Text Amendment	O	R		R	D
Rezoning (Site Specific)	O	R		R	D
Rezoning (Planned Development)	R	R		R	D
Site Plan (Minor)	O	R*			
Site Plan (Major)	R	R	D	D	
Plat	R	R		R	D
Administrative Adjustment (Major)	O	R		D	
Development Agreement	O	R		R	D
Flex Unit Request	R	R		R	D
Land Use Plan Amendment	O	R		R	D
O - Optional Review					
R - Required Review/ Comments Rendered					
D - Required Review/ Decision Making Body					
R* - Development Order issued by Development Services Director					

Submit Plans for Planning & Zoning Board (P&Z)**

- Complete submittal of online application (using City's web portal *Camino*) & applicable fees (if necessary). This is only necessary if the project was not required to go to DRC.
- If the project previously went to DRC, use the eForm found on the P/Z Webpage to request P&Z access
- Digital Upload of Plans into e-plan, within 1 day of submittal deadline
- Review for Completeness, by the Assistant Planner

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.



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

Resubmittals to DRC

Resubmittals to AAC

If application requires only P&Z Review:

If application requires AAC review:

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