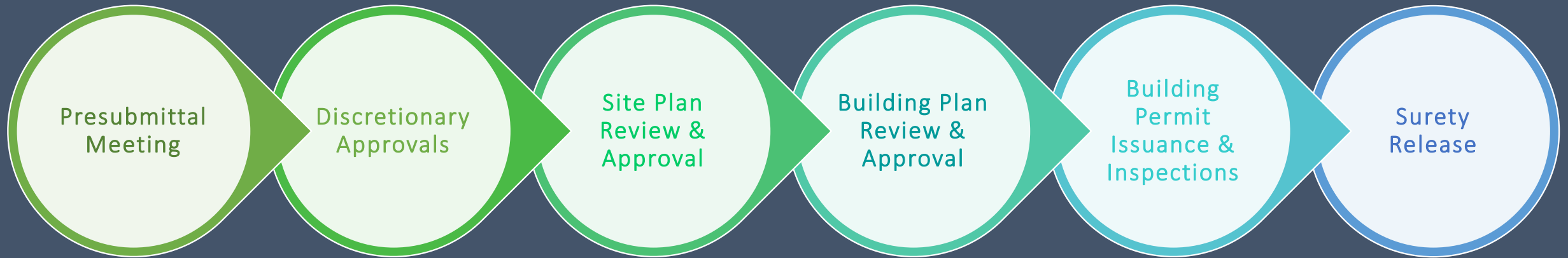


DEVELOPMENT PROCESS OVERVIEW

TYPICAL DEVELOPMENT PROCESS



PRESUBMITTAL MEETING (OPTIONAL)

- Review of conceptual development plan
- Initial comments & feedback
- Answer developer's questions
- Discuss general requirements and timeline
- Identify potential issues
- Typical City Staff Involved: Zoning, Planning Administration, Landscape Reviewer, Public Utilities, Traffic Engineering, Stormwater, Fire, Building

LAND USE APPLICATIONS

- Planning Administration Division
Manages Land Use, Environmental, Historic Preservation
Applications
- Discretionary Applications include:
 - Planning Commission/City Council (Conditional Use
Permit, Conditional Rezoning, Modifications, etc.)
 - Chesapeake Bay Preservation Area Board
 - Wetlands Board
 - Historical Review Board
- Environmental boards consider requests prior to PC/CC
Action
- Typically City Council consideration prior to site plan
submission & always before site plan approval
- Board of Zoning Appeals – setback/height variances –
occurs following City Council approval (BZA staffed by
Zoning Division)

PUBLIC HEARING PROCESS



LAND USE APPLICATIONS

(PLANNING COMMISSION/
CITY COUNCIL)

- Approximately a 4-month process, assuming complete application submittal
- Before the Planning Commission hearing:
 - Basic Submittal Requirements (conceptual plan, landscape plan, building/signage elevations, etc.)
 - Preliminary Stormwater Analysis (if required)
 - Average 3-week review per submittal
 - Traffic Impact Analysis (if required)
 - Average 3-4-week review
 - Environmental Boards/Advisory Boards/Commissions
 - i.e. Wetlands, CBPA, TA/ITA/CAC, BAC, RAC, etc.
- City Council public hearing – final determination on land use applications

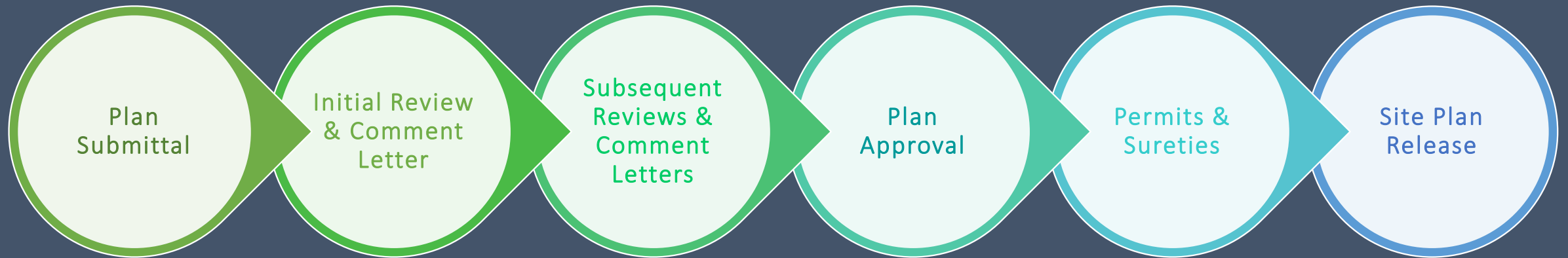
SITE PLAN REVIEW

- Development Services Center
- Initial review—4 weeks; Subsequent reviews—3 weeks
- Comment letter sent after each review
- Comment review meetings (optional)
- Approval letter—conditions of approval
- Average of 4-5 submittals to plan approval (for commercial project)

SITE PLAN RELEASE

- Approval letter—conditions of approval
 - Legal documents (plats, easements, Stormwater Management Facility Maintenance Agreement, etc.) reviewed and recorded
 - Engineers Cost Estimate reviewed/approved
 - DSC permit and inspection fees paid
 - Permits Issued (right-of-way, land disturbing activity/stormwater management, etc.)
 - Sureties posted

SITE PLAN REVIEW



BUILDING PLAN REVIEW

- Permits & Inspection Division
- Complete set of building, electrical, plumbing, mechanical and fire systems plans are submitted for review
- Average review—30-45 days
- Assigned reviewer works with the design professional on any necessary corrections
- Once plans are approved, applicant can proceed to permitting

PERMIT REVIEW & ISSUANCE

- Permits & Inspection Division
- Applicant submits permit application and supplemental documentation
 - Approved site plan
 - Approved building plans
 - Public Utilities Receipt
 - Health Department approval (if required)
 - Maintenance of Traffic Plan (if required)
- Zoning review/approval
- Applicant gets a notice that the permit is approved, and the permit fees are assessed
- Applicant pays fees and the permit is issued
- Pre-construction meeting
- Periodic Inspections
- Certificate of Occupancy

BUILDING PLAN REVIEW

Application
Package
Submittal

Zoning
Review

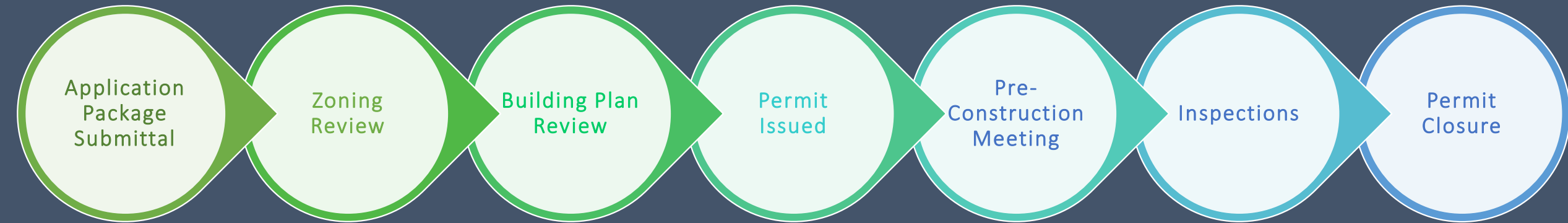
Building Plan
Review

Permit
Issued

Pre-
Construction
Meeting

Inspections

Permit
Closure



SURETY REDUCTION & RELEASE

- Development Services Center
- Applicant/developer requests reduction or release
- Inspections conducted to ensure all work is completed as approved
 - If all work is satisfactory, and no defect surety is required, the surety is released
 - If defects/discrepancies are found, the developer is sent a list of items to correct

DEFECT SURETY RELEASE

- Development Services Center
- Typically, 10-20 percent of the original surety amount is held for a period of 2 years
- Typically used for subdivision sureties
- Inspections conducted to ensure all work is completed as approved
 - If all work is satisfactory, and no defect surety is required, the surety is released
 - If defects/discrepancies are found, the developer is sent a list of items to correct