

II. Kickoff Meeting and Application Submittal

Your case manager may schedule a meeting between you and key staff members prior to the start of your project.

The kickoff meeting provides an opportunity for you to provide an overview of your project(s) and to pose any questions you may have to key City staff. The case manager will provide all relevant information you need to get the project moving.

The Community Development Department will take notes during the kickoff meeting and distribute them to staff and you within a few days. Please note: if there are any questions or concerns based on the notes, please contact your case manager for resolution.

It is important to note that while the staff may provide responses to specific questions related to engineering or construction requirements or other technical details at the kick-off meeting, all information provided at this point in the process is preliminary and may change based on actual conditions "on the ground" as the project moves forward.

Following the kickoff meeting, and based on the information provided by staff, you may submit relevant applications, plans, plats and/or fee payments to the Community Development Department. At that time, your assigned case manager will review the materials for completeness, work through any issues or questions, process the application fees and ensure that any items that require Planning and Zoning Commission (P&Z) approval are placed on the next available agenda.

Since it can take some time to get on the P&Z agenda, we encourage you to start the scheduling process before working through these necessary preparation steps. Your case manager will let you know if you'll need to make a presentation to (or attend) a P&Z meeting.

Please note: the P&Z must consider platting within 30 days of submittal. If you need more time to revise plans, you must provide a letter waiving the 30-day review period.

ACTION ITEMS

- Meet with key staff members
- Provide concept details for the kickoff meeting
- Submit applications, plans, plats, and application fee payments after kickoff meeting
- Start process to get on P&Z meeting agenda