



Planning and Engineering Departments

Type of Development Application [1]	Pre-Application Material Review [2]	Pre-Application Conference [3]	Submit Application and Pay Fees [4]	Completeness Review [5]	Application Enters TRC Review	Staff Review (Initial) [6][17]	Technical Review Committee (TRC) Comments Returned to Applicant	TRC Meeting between Staff and Applicant [7]	Revisions to Application by the Applicant [8][9][10][19]	Staff Review (Subsequent) [16]	Decision	Average Review Time [11]
Administrative Adjustment (UDO)/Alternative Request (MSSD)						20 days				10 days		1-2 months
Alternative Parking Plan						20 days				10 days		3-4 months
Alternative Sign Plan						20 days				10 days		3-4 months
Appeal						20 days				10 days		4-5 months
Annexation						20 days				10 days		3-4 months
As-Builts						20 days				10 days		2-3 months
Combined Submittal (Site Plan or Subdivision & Construction Drawing)+						20 days				10 days		4-5 months
Conditional Rezoning (Type 1, 2 & 3+)						20 days				10 days		4-5 months
Construction Drawing [13]+						20 days				10 days		3-4 months
Conventional Rezoning						20 days				10 days		3-4 months
Determination						20 days				10 days		1-2 months
Development Agreement						20 days				10 days		4-5 months
Development Name Change						5 days				5 days		15 days
Driveway Permit						20 days				10 days		1-2 months
Encroachment Permit						10 days				5 days		30 days
Exempt Plat						10 days				10 days		1-2 months
Fee-in-Lieu						10 days				10 days		1-2 months
Final Plat						10 days				10 days		1-2 months
Floodplain Permit						20 days				10 days		1-2 months
Land Disturbance Permit						20 days				10 days		3-4 months
Limited Subdivision						10 days				10 days		1-2 months
Major+/Minor/Conservation Subdivision+						20 days				10 days		3-4 months
Performance Guarantee						20 days				10 days [15]		1-2 months
Performance Guarantee (Release/Reduction)						10 days				10 days		30 days
Sign Permit (Permanent)						10 days				10 days		2 month
Sign Permit (Temporary)						10 days				5 days		1 month
Site Plan+						20 days				10 days		3-4 months
Special Use Permit+						20 days				10 days		3-4 months
State Permit - Sewer						10 days				10 days		1-2 months
State Permit - Water						10 days				10 days		1-2 months
Street Closure						20 days				10 days		3-4 months
Street Renaming						20 days				10 days		3-4 months
Telecommunications Facility: Collocation [12]						10 days				10 day		45 days
Telecommunications Facility: Concealed and Minor [12]						10 days				10 day		45 days
Telecommunications Facility: Major [12]						20 days				10 days		3-4 months
Telecommunications Facility: Small Cell Wireless [12]						10 days				10 day		45 days
Temporary Use Permit						20 days				10 days		1-2 months
Transportation Impact Analysis						20 days				10 days		3-4 months
Tree Clearing Certificate						20 days				10 days		1-2 months
Urban Archery						10 days				10 days		1 month
Variance						20 days				10 days		4-5 months
Vested Rights Certificate						20 days				10 days		60 days
Wastewater Allocation ≤ 10,000gpd						10 days				10 days		1-2 months
Wastewater Allocation > 10,000gpd						20 days				10 days		3-4 months
Zoning Compliance Permit						10 days				5 days		30 days
Zoning Verification Letter						10 days [14]				N/A		10 days

Inspections Department

Application Type	Permit Intake / Sufficiency Check [15]	Plan Review Comments Returned to Applicant	Staff Review	Permit Issuance	Notes
At-Risk Commercial Building Permit [20]	45 days		10 days	Varies based on quality of submission and number of required resubmissions.	
Early Commercial Plan Review [18]	45 days		10 days		
Commercial Plan Review	45 days		10 days		
Residential Plan Review	8 days		7 days		
Single Trade Permit	8 days		7 days		

Notes:
 Days = Business Days
 [1] This is not an all-inclusive development application list.
 [2] Pre-Application Conference Materials are due at least 3 weeks prior to the meeting. Not all application types required a Pre-Application Conference. See Table 2.2.1 for applications requiring a Pre-Application Conference.
 [3] Pre-Application Conferences are not mandatory for all applications but are strongly encouraged. See UDO for mandatory application types.
 [4] Visit the Development Services webpages for submittal instructions.
 [5] The applicant will receive confirmation regarding the completeness of their submittal within 2 business days of upon receipt of the submittal. If deficiencies are noted, the applicant will be notified. Staff review does not begin until the applications deemed complete and the application has been accepted for review.
 [6] An application, due to complexity or scope of the project, may take longer than published timelines. Applicants will be notified as during the pre-application conference if the initial staff review is anticipated to take longer.
 [7] TRC meetings between the applicant and TRC members are required for application types with a "+" prior to second submittal. All other application types are optional unless otherwise noted in the review comments.
 [8] Applicants should expect this step to occur at least 2-3 times, on average. Applicants are encouraged to resubmit projects in a timely manner to minimize overall delays. If a project is not resubmitted within six month, it will be considered withdrawn, and a new application and review fees will be required. All fees are non-refundable.
 [9] Re-submittals may be subject to a resubmittal fee.
 [10] It is the applicant's responsibility to clearly identify any changes made to the application that are not in response to the review comments. Failure to do so may result in additional review cycles, extended review timelines beyond those originally published, and associated fees.
 [11] This is an estimated time frame based on review timelines and applicant resubmitting in a timely manner, with 2-3 reviews. If there are delays in the applicant resubmitting, it will extend the total review time within the review cycle.
 [12] Cell Towers are subject to review times designated by the Town's consultant. This review timelines may be longer.
 [13] Some utilities, such as pump station reviews, may require additional review time due to consultant reviews.
 [14] May require more time based on the depth of the information being requested.
 [15] Permit Intake/Sufficiency Check is 2 business days. If application is incomplete, and a resubmittal is necessary, this step is repeated.
 [16] If substantial changes are made to the plans after submission, Town staff reserves the right to extend the review period as necessary to ensure a thorough evaluation of the revised documents. The additional review time will be determined based on the scope and complexity of the modifications.
 [17] Initial review timelines for minor modifications to an approved plan are reduced by 50%.
 [18] A copy of the substantial review letter from Town Engineering is required for application submittal.
 [19] All applications must fully address all review comments at least 30 calendar days before being added to the agenda of the appointed board or Town Council. Any modifications made to address comments from the appointed board or Town Council may necessitate a re-review by the TRC to ensure compliance with applicable regulations before being placed on subsequent appointed board or Town Council agendas.
 [20] Per state law, a pre-application meeting is required. Please contact the Inspection Director at 919-553-5002.