



Community Development

Development Review Committee

Review meetings are held every 1st & 3rd Thursday of the month. To be placed on the agenda, please schedule an appointment with the Community Development Department. *(Please be aware that no reviews will be conducted without a scheduled appointment.)* You may contact the Community Development Department via phone, or in person to schedule a 15 minute review appointment with the Development Review Committee to give feedback and direction on conceptual plans.

The deadline to schedule appointments and submit information for review is the Monday before each review meeting by 5:00 p.m. This allows the applicable departments adequate time to review the conceptual plan. Please submit the following for review and feedback from the committee:

1. Project Information Sheet.
2. Site plan / concept plan / sketch.
3. Narrative of conceptual plan with as much detail as possible.
4. Any supplementary documents that may be helpful for review process.

After all relevant documents and information has been submitted, the Community Development Department shall review the application and notify any applicable departments of the scheduled appointment. Once reviewed, the applicant will meet with the Development Review Committee at the scheduled time, held every Thursday in the Community Development Conference Room.



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Project Information Sheet

Please answer the following questions to the best of your ability. If unsure, leave blank.

Project Type:

<input type="radio"/> Conditional Use Permit	<input type="radio"/> Zone Change
<input type="radio"/> Subdivision	<input type="radio"/> Amended Plat
<input type="radio"/> Variance	<input type="radio"/> Other: _____
<input type="radio"/> Lot Line Adjustment	<input type="radio"/> Unknown

Property Owner / Applicant: _____ Phone: _____

Address: _____ Email: _____

Project Narrative (attach additional sheets if necessary):

Proposed Water Supply (if applicable): _____

Proposed Sewage Disposal Method (if applicable): _____

Parcel(s) ID: _____ Acreage: _____ Current Zone: _____

Address or Approximate Location: _____

Project Name (if applicable): _____

Proposed Zone (if applicable): _____ Proposed Use: _____

Date Received: _____ Received By: _____ Reviewed By: _____