Development Review Process

**STEP 1**
Informal Review
Provide informal plans, sketches and concepts for staff review. Comments from multiple City departments will identify any major issues with your project.
3-4 week staff review.

**STEP 2**
Study Session
Informal study session with Environmental Planning Commission and/or City Council to review the project and provide high level comments and feedback.

**STEP 3**
Formal Review
Submit formal application materials - architectural plans, civil and utility plans, title report, and other documents. Plans are reviewed by City departments and outside agencies.
30 day staff review.
See "Required Application Materials - Formal Review" handout.

**STEP 4**
Development Review Committee (DRC)
DRC reviews large and small planning applications and provides site plan, design and architectural recommendations to the Zoning Administrator.
Projects may go to the DRC multiple times.

**STEP 5**
Zoning Administrator (ZA)
ZA public hearing for small to medium size projects (3 residential units or less), to approve, conditionally approve, or deny the project.
OR
ZA public hearing for medium to large size projects (4 residential units or more) to forward a recommendation of approval, conditional approval, or denial to the City Council.
Submit final documents 6 weeks prior to hearing

**STEP 6**
City Council
City Council public hearing for projects forwarded by ZA in step 5. Council's decision is final.
Submit final documents

Notes:
- Legislative changes (General Plan and Zoning Map Amendments) require Environmental Planning Commission review. Discuss with Planning staff.
- Development Agreements require approval by the City Council. Discuss with Planning staff.