

Minor Site Plan Review Process

Qualifying Use Categories

Commercial/Industrial/Multi-family involving; six(6) or less parking spaces, building additions not to exceed 20% of existing structure or 1,000 square feet (whichever is less), outdoor display of merchandise, seasonal sales of site e plan approved business locations and other uses as determined by the Special Site Plan Review Committee.

Consult with Community Development Staff (CDD)

1. Staff to review zoning and other issues that may affect your property. Staff will answer questions to assist you in completing the Minor Site Plan Application.

2. Application Submittal (With applicable fees)

3. Staff performs Application Completeness check

4. Once Application is Deemed Complete

A Hearing is scheduled before the Special Site Plan Review Committee(30 – 45 day timeframe from application submission to hearing date).

Applicant may be contacted for more information or to make revisions to the application.

5. SPECIAL SITE PLAN REVIEW COMMITTEE HEARING (SSPRC)

- Application acceptance by SSPRC.
- Minor Site-Plan approved with conditions or denied.
- At completion of 20-day appeal period from date of approval applicant may apply for a building permit (if applicable).
- A Certificate of Occupancy Application must be applied for after approval if approved plan is related to a change of use or occupant.