Development Procedures & Documents



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Site Plan Review

<u>Preliminary Site Condominium Application</u>

Preliminary Site Plan Application

	Pre-application meeting with Community Development Director and Planning Consultant.	
	Preliminary revisions and work before submittal.	Preliminary wor
	Submittal of complete application with approrpiate fees.	
	Planning Department reviews and processes the application.	Timeline: Day 1-
	Inter-department review.	
3	Building, Fire, City Attorney, Traffic & Streets, Engineering, and Assessing.	Timeline: Day 8-
	Revise and re-submit to Planning Department.	Timeline: Day 22-2
	Consideration by Planning Commission for decision to approve or deny request.	Timeline: Day 30
	If approved, Preliminary Site Plan is effective for a period of three (3) years. Extensions may be granted in one(1) year increment approval, provided no changes have been made.	
	•If denied, applicant may revise and submit new plans and go through the process again.	
	 Applicant submits Final Site Plan document to Engineering for review. This review includes detailed Engineering plan other information. Review is administrative. 	s, easments and Timeline: Day 3
3	• Following Final Site Plan approval, applicant may start site construction and submit Building Permits to Building Department for Timeline	
	•Plans are reviewed internally by Building, Fire, Traffic & Streets, Assessing, and Planning departments	
9	•Following approval, appalicant may commence construction on building(s).	Timeline: Day 40-

Administrative Plan Review

Administrative plan review requirements can be found in Article 8, section 8.03. The Zoning Administrator shall have the authority to waive the requirement for a site plan if it is determined that a project does not affect compliance with the standards of this Ordinance or other regulations. The Zoning Administrator is also authorized to conduct an administrative review of a site plan, provided all other standards of this Ordinance are met.

*All timelines are estimates, some more complicated projects take longer for review. All based on quickness of applicant's response.

 $\bullet \textit{Pre-application meeting with Community Development Director and Planning Consultant}. \\$

Preliminary revisions and work before submittal.

Preliminary work

•Submittal of complete application with approrpiate fees.

•Planning Department reviews and processes the application.

Timeline: Day 1-7

• Revise and re-submit to Planning Department.

Timeline: Day 8-14

- •If approved, Preliminary Site Plan is effective for a period of three (3) years. Extensions may be granted in one(1) year increments by adminsitraive approval, provided no changes have been made.
- •If denied, applicant may revise and submit new plans and go through the process again.

• Applicant submits Final Site Plan document to Engineering for review. This review includes detailed Engineering plans, easments and other information. Review is administrative.

Timeline: Day 15-21

• Following Final Site Plan approval, applicant may start site construction and submit Building Permits to Building Department for review.

Timeline: Day 22-29

- •Plans are reviewed internally by Building, Fire, traffic & Streets, Assessing, and Planning departments
- Following approval, appalicant may commence construction on building(s).

Timeline: Day 30

Special Land Use

Some uses in a district are not permitted by right, but may be allowable by a special land use. Article 9 of the Zoning Ordinance provides a set of procedures and standards for special uses, which, because of their unique characteristics, require specific consideration in relation to the welfare of adjacent properties and the community as a whole. These provisions are designed to allow practical latitude for the applicant and at the same time, maintain adequate provision for the protection of the health, safety, convenience and general welfare of the community.

*All timelines are estimates, some more complicated projects take longer for review. All based on quickness of applicant's response.

Special Land Use application

• Following approval, appalicant may commence construction on building(s).

 Pre-application meeting with Community Development Director and Planning Consultant. • Preliminary revisions and work before submittal. Preliminary work •Submittal of complete application with approrpiate fees. •Planning Department reviews and processes the application. Timeline: Day 1-7 Public notices and signage will go out to inform the public that an application for Special Use approval has been submitted. Timeline: Day 7 Inter-department review. •Building, Fire, City Attorney, Traffic & Streets, Engineering, and Assessing. • Revise and re-submit to Planning Department. Timeline: Day 10-29 •Planning Commission public hearing meeting will be held for review of the application. Consideration by Planning Commission for decision to approve or deny request. Timeline: Day 30-37 •If approved, Preliminary Site Plan is effective for a period of three (3) years. Extensions may be granted in one(1) year increments by adminsitraive approval, provided no changes have been made. •If denied, applicant may revise and submit new plans and go through the process again. Applicant submits Final Site Plan document to Engineering for review. This review includes detailed Engineering plans, easments and other information. Review is administrative. Timeline: Day 40 • Following Final Site Plan approval, applicant may start site construction and submit Building Permits to Building Department for review. Timeline: Day 41-44 • Plans are reviewed internally by Building, Fire, traffic & Streets, Assessing, and Planning departments

Timeline: Day 45

Rezoning

An applicant seeking the rezoning of property within the City of Troy shall file an application with the Zoning Administrator, together with the appropriate fee, not less than thirty (30) days prior to the date of the Regular Meeting of the Planning Commission.

*All timelines are estimates, some more complicated projects take longer for review. All based on quickness of applicant's response.

• City Countil adopts a resolution to either approve, deny, or postpone the motion.

Rezoning Application

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• File a complete application and fee with the Planning Department. Timeline: Day 1 •A report for the rezoning request is created by the Zoning Administrator. • A sign is placed on the subject property to inform the public that an application was submitted for a rezoning. Timeline: Day 7 • Request goes to Planning Commission for review of the application. Planning Department holds a public hearing. Planning Commission makes a recommendation to the City Council 3 *Timeline: Day 30* • The entire record including the result of the Planning Commission is forwarded to the City Manager and subsequently to the City Council. A date is established for a public hearing at City Council. 4 Timeline: Day 40 • City Council reviews the application for rezoning, the Planning Commission recomendation, and Planning Department Review. Timeline: Day 60

Timeline: Day 61-90

Zoning Board of Appeals Process

The term 'variance' shall mean a modification of the literal physical provisions of the Zoning Ordinance, which may be granted by the Zoning Board of Appeals in accordance with the authority bestowed upon that Board by the provisions of this Ordinance.

Zoning Board of Appeals application

*All timelines are estimates, some more complicated projects take longer for review. All based on quickness of applicant's response.

• Application for a variance should be filed by the record owner of the lot in question with the Planning Department within thirty (30) days of decision.

• Provide all required information and fees outlined on the Zoning Board of Appeals application.

• Application will be reviewed by the Zoning Administrator for completeness.

Timeline: Day 1

• Staff will send out Public Hearing notices no less than fifteen (15) days before public hearing.

• Notice to neighbors within 300 feet and notice in local newspaper is sent out.

Timeline: Day 7

• Agendas are created and all information is sent to all board members for review.

Timeline: Day 23

• Applicant attends Public Hearing where decision to approve, deny, or postponement will be made.

Timeline: Day 30

• Any variance approved by any board will be valid for one (1) year.

Building Code Board of Appeals

Building Code Board of Appeals is responsible for processing applications requesting variances from Building Code, Sign Ordinance <u>Chapter 85</u>, and Fence Ordinance <u>Chapter 83</u>.

Building Code Board of Appeals application

*All timelines are estimates, some more complicated projects take longer for review. All based on quickness of applicant's response.

• Application for a variance should be filed by the record owner of the lot in question with the Planning Department within thirty (30) days of decision. • Provide all required information and fees outlined on the Building Code Board of Appeals application. Preliminary work • Application will be reviewed by the Zoning Administrator for completeness. Timeline: Day 1 •Staff will send out Public Hearing notices no less than fifteen (15) days before public hearing. •Notice to neighbors within 300 feet is sent out. Timeline: Day 7 • Agendas are created and all information is sent to all board members for review. Timeline: Day 23 • Applicant attends Public Hearing where decision to approve, deny, or postponement will be made. Timeline: Day 30 • Any variance approved by any board will be valid for one (1) year.