

Development Plan Process

A. Development plans shall be submitted to the building inspector for preliminary review, which shall be completed within fifteen (15) calendar days, unless consultation with developer is required. When such is required, the building inspector shall complete an initial review within the fifteen- day period, consult as appropriate with the developer for items needed, and complete the preliminary review in a timely manner.

B. Once the preliminary review has been completed, the building inspector shall forward the development plan to local utilities, fire and police departments, as well as local health, soil conservation, educational, etc. authorities as appropriate, for comments and recommendations, which to be considered, shall be forwarded to the building inspector within fifteen (15) calendar days after receipt.

C. After receiving comments and recommendations from other authorities, or after the fifteen-day period has elapsed, the building inspector shall provide the developer all comments and recommendations received, and the developer shall be given fifteen (15) calendar days to consider comments and recommendations, and to modify the proposed development if so desired.

D. Following developer review of comments and recommendations, and modification of the development plan as desired, or after the fifteen-day period has elapsed, the building inspector shall prepare final technical recommendations, and forward the development plan, his technical recommendations and all comments and recommendation received, to the planning commission for consideration at its next regular meeting.

E. The Planning Commission shall review the development plan, consider all comments and recommendations, and within thirty-one (31) calendar days thereafter shall either:

1. Approve without conditions;
2. Approve with conditions that must be met before a building permit can be issued; or,
3. Disapprove the proposal.

F. Approval or approval with conditions shall embody all required planning commission approval, including recommended rezoning and subdivision approval.

G. Approval with conditions may include:

1. Conditions imposed by planning commission as the result of its review, which may be removed by the building inspector when such conditions are satisfied;
2. Conditions based on recommendations submitted by other authorities agreeing that such conditions have been satisfied; and/or
3. Conditions involving the necessity for the developer to obtain a zoning ordinance amendment, a variance, or other permits(s)/approvals(s) beyond the purview of the planning commission, which may be removed by the building inspector when the developer has obtained such permits and/or approvals.