

SITE PLAN REVIEW PROCESS

OPTIONAL PRE APPLICATION CONFERENCE

PRIOR TO SUBMITTING THE APPLICATION, THE APPLICANT MAY MEET WITH THE ZONING ADMINISTRATOR TO DISCUSS POTENTIAL HURDLES AND ENSURE ALL OF THE PROPER MATERIALS ARE TURNED IN ON TIME. CONTACT TREASURER@CITYOFGAYLORD.ORG.

APPLICATION DUE AT LEAST 3 WEEKS BEFORE THE MEETING

APPLICANT

PROVIDES ZONING ADMINISTRATOR FULL APPLICATION, FEE, AND A COPY OF THE SITE PLAN

JOINT SITE PLAN REVIEW

REVIEWS OCCUR WITHIN CITY DEPARTMENTS AND THE CITY'S CONTRACTED ENGINEERING FIRM

PROJECTS THAT WOULD EXPAND THE EXISTING SITE BY LESS THAN 50% OR CONSIST OF 2 OR LESS DWELLING UNITS CAN BE APPROVED BY STAFF

FULL SET OF PLANS AND COMMENTS ADDRESSING ENGINEERS REVIEW DUE NO LESS THAN 1 WEEK BEFORE MEETING

ZONING ADMINISTRATOR

ZONING ADMINISTRATOR RECEIVES ENGINEERS REVIEW AND SENDS BACK TO APPLICANT FOR COMMENT. AFTER THIS, APPLICANT SUBMITS 15 COPIES OF SITE PLANS FOR PLANNING COMMISSION REVIEW

WITHIN 30-45 DAYS OF APPLICATION SUBMITTAL

PLANNING COMMISSION REVIEW

PLANNING COMMISSION REVIEWS SITE PLAN

PLANNING COMMISSION DECISION

PLANNING COMMISSION DECIDES UPON SITE PLAN, ZONING PERMIT IS ISSUED UPON APPROVAL

WITHIN 60 DAYS OF SITE PLAN REVIEW

This flowchart provides an overview of the site plan review process, for complete details please see Zoning Ordinance Article 13A. Planning Commission meetings are the on the first Wednesday on each month at 7pm.

CITY OF GAYLORD

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