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# COMMERCIAL AND SUBDIVISION REVIEW PROCESS

## CONCEPT REVIEW –

A concept review is required for all new development and redevelopment projects that require zoning or platting; pre-treatment; stormwater; are located within a floodplain; or submit variance requests. The developer and the design engineer will have an opportunity to meet with city officials and discuss the requirements for zoning, subdivisions, permitting and construction design.

To schedule a concept review meeting, the developer or engineer must submit the requirements on the Concept Review Check-list one week in advance. If all items are included, then a meeting will be scheduled the following week. The developer, owner and design professional should attend. After the meeting, the notes of the meeting will be sent to the participants and kept on file. These notes/criteria will be valid for one year, even if ordinances or policies change. If the project is not developed during that year, a new concept review will be required. The concept review meeting is required by the City's MS4 Permit (Construction Site Stormwater Runoff Control Section 4.2.4.1.3).

During this meeting the following items will be discussed with the developer/owner and design professional:

- Zoning/Plat/Annex (existing and required changes)
  - Variance from standards
- Floodplain requirements
- Stormwater requirements
- Land disturbance permitting process
- Pretreatment requirements and permitting process
  - An Industrial Wastewater Survey Questionnaire will be provided for businesses that may require pretreatment. This questionnaire must be completed and returned to Water Protection within 2 weeks.
- Fire suppression requirements
- Utility connections
- Road access and sidewalk requirements
- Maintenance agreements, deeds, existing easements, and proposed easements
- Benefit Districts that the customer/developer is requesting and benefit districts that the city may require for long-term maintenance of features. These include: CID, NID, TDD, 353, Ch. 100, EEZ, and Tax credits state/federal type and county incentives.

## PRELIMINARY SITE PLAN/PRELIMINARY PLAT/PUD –

Submittal of 60% complete site plans prepared by the design engineer. This will be the first chance for city staff to see and review the site plan. This review could take up to 21 working days to complete, depending on workload and complexity of the project review. The team will review the notes from the concept review meeting, as well as criteria for floodplain development, pretreatment, stormwater engineering and design to ensure local and federal requirements are met. This set of plans must include phased development and estimated timeframes for the phases.

Required submittals at this stage

- Floodplain certification
- Stormwater basin criteria and hydraulic analysis

- Stormwater Pollution Prevention Plan
- Erosion and sediment control plan
- Traffic study
- Sidewalk layout
- Signage and lighting plan
- Utility easements and connections
- Fire prevention and suppression
- Pretreatment – Completed Wastewater Contribution Permit application (if deemed necessary by Water Protection) and engineering report
- Existing or new/proposed easements or covenants and restrictions on the property
- Benefit District applications and associated documents

Once the review is complete, a list of required changes will be sent to the design professional.

## FINAL CONSTRUCTION SITE PLANS -

Submittal of 100% complete site plans by the design engineer. This review will take up to 15 working days. During this review, the team will check to make sure the list of required changes sent to the design professional during the preliminary plan review are completed as requested. The following reviews will also be completed at this time:

- Land Disturbance Permit application
- Stormwater Management Plan
- Maintenance Agreements and Improvement Districts
- Water Protection approval of pre-treatment equipment and design

**Approval of Construction Site Plans:** Once the plans are reviewed and approved, a land disturbance permit can be issued and “dirt work” may begin. Submittal of plans does not constitute approval nor give the developer or contractor authorization to proceed. ***This approval is for the site work only, and not an approval for the building plans.***

## POST CONSTRUCTION -

**2 weeks prior** to requesting a Certificate of Occupancy permit, the contractor must schedule the following inspections with Public Works:

- Sidewalk inspection
- Final sediment control inspection
- Stormwater facility inspection
- Driveway inspection
- Pre-treatment facility inspection

Additional documents/requirements that may be needed prior to obtaining a Certificate of Occupancy

- As-Built drawings, stamped by a Registered Professional Engineer
- Final elevation certificate for floodplain
- Easements and recorded documents
- Deeds and gifts,
- Maintenance agreements
- Pre-treatment inspection and issuance of Wastewater Contribution Permit, if necessary.

Once these items are approved and completed, legal and public works will sign off on the project. Next, the contractor can work with Building Development to request the final trade inspections in order to receive the Certificate of Occupancy.