

**Pre-Application Conference**

When required by the Development Code, the applicant attends a pre-application conference with City staff to learn about the application process and receive a preliminary review of the proposal's compliance with code standards.

**Application Submitted**

The application and fee are submitted. The State's 180-day time clock begins.

**Public Notice**

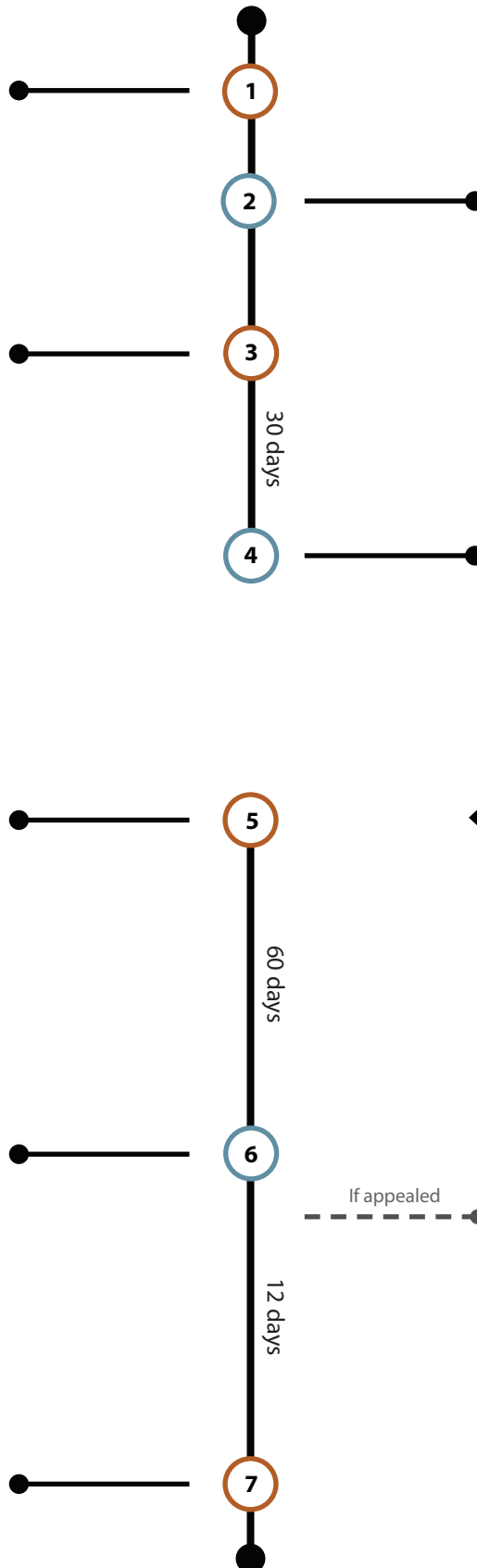
The site is posted with a notice of the proposal and the City mails notice to all property owners within 300 feet of the site. Written public comment is accepted by the City for 14 days from date of notice.

**Planning Director Decision**

Within 60 days of the City's decision that an application is complete (unless the applicant agrees to a longer time period), the Planning Director will approve, conditionally approve, or deny the application.

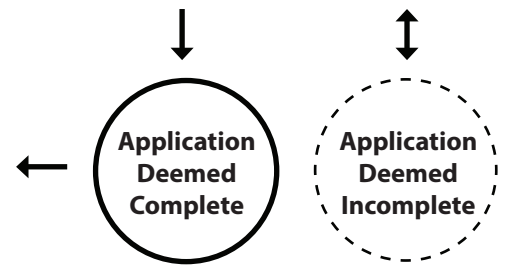
**Next Steps**

Unless appealed, the Planning Director decision is final and the next step in the process may begin.



**Early Neighborhood Notification**  
Applicant contacts Neighborhood Association to determine a meeting date, time, and location. The applicant sends notice of meeting to property owners within 300 feet of property and holds the meeting during this time.

**Completeness Review**  
The City will review the application and, within 30 days of its receipt, will determine whether the application is complete or incomplete and notify the applicant. Once the application is deemed complete, the State-mandated 180-day time clock ends and the 120-day processing clock begins.



**Appeal Submitted**  
Within 12 days of the mailing date of the decision notice, the decision may be appealed to the review authority.

**Appeal Public Hearing Notice Mailed**  
At least 20 days prior to the public hearing, the City will mail written notice to those parties.

**Appeal Public Hearing**  
A public hearing will be conducted within 45 days of receipt of an appeal. The staff report will be available at least 7 days prior to the public hearing.

**Appeal Decision**  
The appeal review authority will make a decision within 15 days of the record's close, unless the applicant and appellant agree to a longer time period. The decision of the review authority is final at the local level.