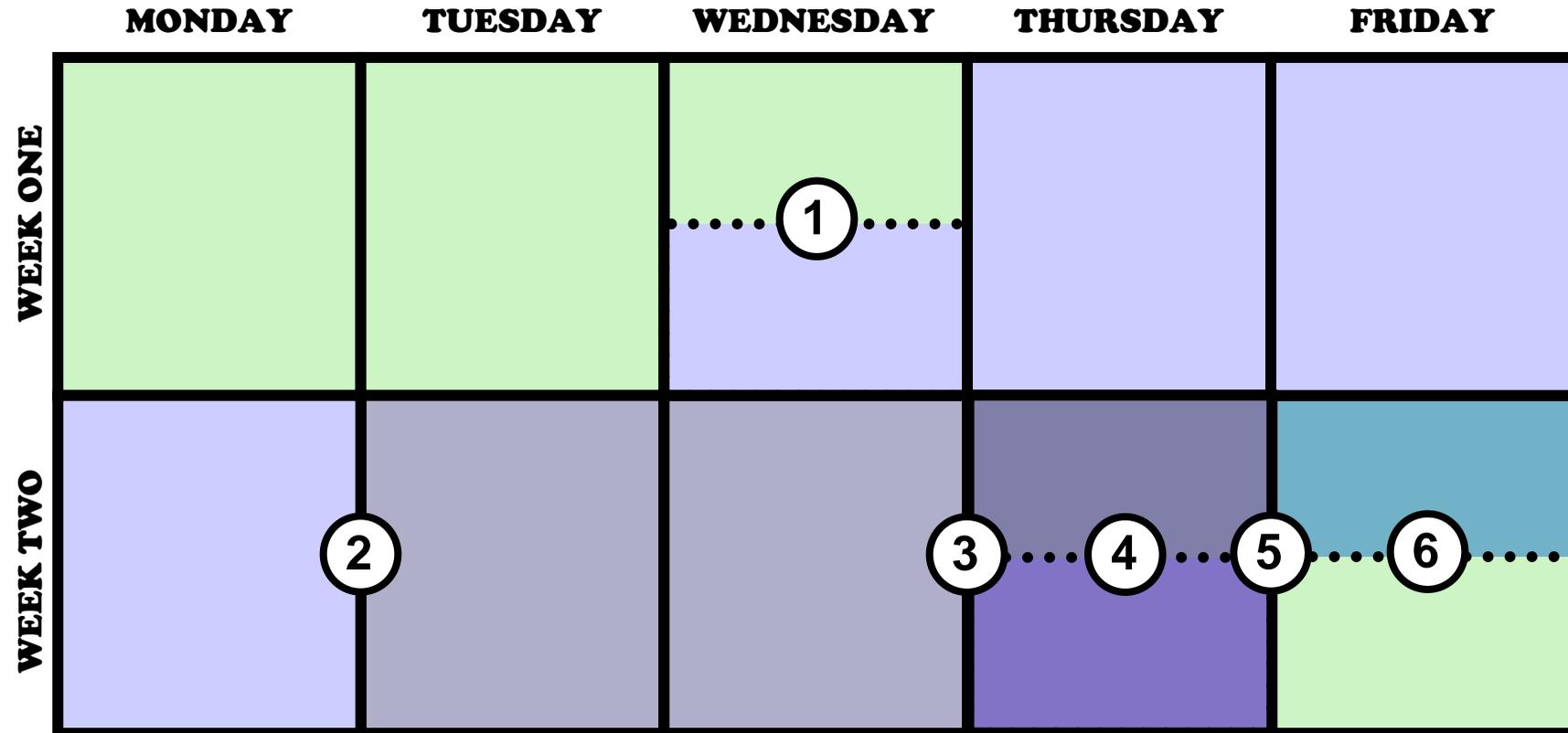




PLANNING STAFF TIMELINE: THE PLAT APPLICATION PROCESS



- ① Staff Transition from **CHECK-IN** to **REVIEW**
- ② Staff Transition from **REVIEW** to **RECOMMENDATION**
- ③ Staff Transition from **RECOMMENDATION** to **COMMISSION PREPARATION**
- ④ Staff Transition from **COMMISSION PREPARATION** to **COMMISSION ACTION**
- ⑤ Staff Transition from **COMMISSION ACTION** to **ACTION FORM GENERATION**
- ⑥ Staff Transition from **ACTION FORM GENERATION** to **CHECK-IN**

CHECK-IN
The staff determines if the application meets the submittal requirements of Chapter 42.
REVIEW
The staff determines if the application meets the all requirements of Chapter 42. Planners research property history, review applicable restrictions and receive input from other departments & agencies.
RECOMMENDATION
The planner meets with management on findings and recommendation. The staff notifies the applicant of recommendation.
PREPARATION
The staff prepares presentation material for the planning commission meeting. The agenda and supporting exhibits are finalized.
COMMISSION ACTION
The staff presents the findings to the planning commission. The commissioners may act on the application or defer decision for two-weeks if determined necessary.
ACTION FORM
Based on the planning commission's action, the staff generates Action Forms to close out applications on which final action has been taken. Deferred applications must address comments and/or provide requested info prior to noon on the following Wednesday.