Internal Review Process Responsibilities and Timeline

Planning
- Setbacks
- Landscape areas: buffers, parking lot, right-of-way
- Architectural design
- Exterior lighting
- Site layout
- Use
- Parking requirements and parking lot layout
- District/use specific standards

Assessing
- Parcel information/lot reconfiguration

Engineering
- Water and sanitary sewer systems
- Existing & proposed easements
- Roadways, driveways, pedestrian walks, off-street parking
- Stormwater management system and drainage
- Grading
- Steep slopes
- Location of existing/proposed private utilities
- Floodplain
- Outside agency permits

Building
- Occupancy
- Use group
- Fire suppression

Outside Consultants
- Wetlands/natural features
- Brownfield sites

Parks and Natural Resources
- Right-of-way plantings
- Tree preservation

Fire
- Fire suppression
- On-site hydrants
- Vehicular/fire truck circulation
- Emergency Access

Concept & Administrative Plan Review
10 Business Days

Formal Review #1
15 Business Days

2nd & Subsequent Reviews
10 Business Days