Application Process Flow Chart

Voluntary Pre-Application Conference (meeting) between the applicant and city staff

- Contact city staff to schedule an appointment

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Applicant completes application

- Part 1 of 3: Universal Application Form
- Part 2 of 3: Checklist(s)
- Part 3 of 3: All materials listed in the appropriate checklist

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Applicant submits application the appropriate application

- See the "Calendar of Official Submission Dates" to determine official submittal days

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Once an application is received by the city, city staff will determine if the application is complete

- A "complete application" means all the required materials are submitted correctly
- If an application is incomplete, the applicant will be notified

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City staff directs all complete applications to the appropriate decision-maker

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The appropriate decision-maker takes action, then approves or denies the application

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If approved, the applicant may proceed with the authorized action/development

If denied, the applicant may be able to appeal the decision