

# Site Plan Review

## Municipal Code Section 16.125.180

### Step 1: Pre-Application Meeting

Section 16.125.180.030 (a)

### Step 2: Complete Application

Section 16.125.180.020

[Application Link](#)

### Step 3: Pay Fees & Submit Reimbursement Agreement

Section 16.125.180.020

10 Calendar days

### Step 4: Completeness Review by the Town

Section 16.125.180.030 (b)

Incomplete

Applicant to provide missing items to complete application. Application returns to Step 4.

Complete

14 Calendar days

### Step 5: Unified Response Memo from the Town

Section 16.125.180.030 (c)

Within 30 Calendar days

If no response provided by applicant within 30 calendar days, application is withdrawn

### Step 6: Applicant submits responses to the Unified Response Memo

Section 16.125.180.030 (e)

14 Calendar days

### Step 7: Town issues confirmation that application satisfies design requirements (once achieved)

Section 16.125.180.030 (g)

No less than 15 calendar days

### Step 8: Town Clerk sets date for Planning Commission hearing (if necessary)

Section 16.125.180.030 (h) & (i)

### Planning Commission Hearing (if necessary)

Section 16.125.180.030 (k)

Denial

Approval

<sup>1</sup> Determined at the Pre-Application Meeting

### Submittal of Building Permit Application to the Town

Section 16.125.180.030 (m)