FROM: Jon MacGillis, ASLA, Zoning Director

SUBJECT: Review Process for Types 2 or 3 Concurrent Final Plan DRO Applications

PPM #: ZO-O-041

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AUTHORITY: Article 2.A, Application Processes and Procedures – General

PURPOSE: To establish review procedures for Development Review Officer (DRO) approval process for Types 2 or 3 Concurrent Final Plans DRO applications.

BACKGROUND: The DRO coordinates with Land Development and/or Building Departments to review applications for Final Plan Approval for the Off-the-Board applications, or Final Plan Approval for those Uses that are subject to Administrative Approval (DRO-Full) process.

These processes are classified as follows:
1. "Standard," Preliminary or Final Plan(s) Review - (pursuant to Art.2.B - Public Hearing Processes and Art.2.C - Administrative Processes) which requires the applicant to secure the necessary approvals (BCC, ZC, or DRO) prior to submitting other applications to the Land Development (LD) and Building Divisions.
2. Type 2 Concurrent Final Plan(s) Review – Zoning plus one other Agency application review process, such as, Land Development Plats or Building Permits.
3. Type 3 Concurrent Final Plan(s) Review - Zoning and Land Development and Building Permit applications reviewed concurrently.

PROCEDURES: Applications for Concurrent Review of Final Plans are subject to a mandatory Pre-Application Conference (PAC) pursuant to ULDC Art.2.A.4.D, and Article 2.A.5. Applicants may submit a PAC with or without DRO Agency questions in accordance with PPM ZO-O-067 – Requesting a Pre-Application Conference (PAC).

The following procedures are established for the processing and review of Concurrent Final Plan DRO applications:
1. A PAC is mandatory prior to submitting a Concurrent Final Plans for DRO review in accordance with Art. 2.A.5. The applicant shall follow the procedures set forth in Article 2.A.5 and receive a PAC Result Letter, or if the applicant submits Form #112 requesting a PAC without Agency questions (refer to PPM ZO-O-067), the applicant must submit the approved Form #112 or the PAC Result Letter with the DRO Concurrent application(s).

2. After the PAC, the applicant may submit the DRO Concurrent Final Plan review application in accordance with the Official Zoning Calendar and shall include the following documents:

   a) Form #24 – Affidavit of Understanding for Concurrent Review, acknowledging and agreeing to all terms outlined in affidavit for a Concurrent Review. Failure to abide by these terms shall result in the application being withdrawn by the Zoning Director and remanded to the “Standard” review process;

   b) Provide an “overview” statement of the concurrent review request;

   c) The PAC Result Letter or Form #112 with the necessary Zoning approvals;

   d) All required DRO Concurrent application forms and supporting documents, as applicable, including applicable resolutions and the proposed Final Plan(s);

   e) The applicant shall indicate on the General Application Form#1 the various concurrent permit numbers, as applicable, from each Agency application (LD or Building).

3. The applicant may submit the Land Development and/or Building Division applications concurrently depending on the process selected, Type 2 or Type 3. Submittal of these applications for review must be submitted by the applicant directly to each Division within 10 days after the submittal of the Zoning Division Type 2 or 3 Concurrent Review application.

4. All concurrent applications (Zoning, LD, and Building) plans shall be stamped with the word “Concurrent” by the Applicant at submittal.

5. The PAC Result Letter or approved Form #112, must accompany each application(s) as submitted to Zoning, Land Development and/or Building Divisions.

6. The zoning application review shall follow the same procedures for a “Standard” DRO Agency review for sufficiency, application review and commenting.

7. If sufficient, the application shall proceed through the next phase of distribution to the Agencies for review and be added to the DRO Agenda for discussion and approval.
8. If insufficient, the applicant shall resubmit on the next scheduled submittal date in accordance with the Zoning Calendar, until sufficiency is achieved.

9. All applications that are sufficient are distributed to the applicable DRO Agencies for review. Agencies staff will enter comments or issues in the ePZB application system. The applicant shall enter responses in the ePZB system to address concerns and may resubmit Plans with the appropriate changes, on the specified resubmittal dates, as needed.

10. If issues remain, the Applicant may request the application be placed on the “DRO Workshop” Agenda for further discussion with the Agencies to work through issues.

11. Once all DRO issues have been resolved, the Final DRO Plans are reviewed, approved and stamped and a DRO Result Letter shall be prepared. Staff will provide the approved Plans and Result Letter to the applicant via email.

12. The applicant shall be responsible for adding the DRO Final Approved Plans and the DRO Result Letter to all related concurrent applications in progress with Land Development and/or Building Divisions.

13. The applicant shall be responsible for adding the approved Plats, when they are approved, to the Building Division permit application.

14. The Building Permits shall not be finalized by Zoning, Land Development and Building Divisions until the Final DRO Plan(s) have been approved by the DRO, and the final Plat (if applicable) and/or drainage review have been completed and approved by the Land Development Division.

Attachments:
Concurrent Review Process Final DRO Type 2 and 3 - Flowchart
Form #24 – Affidavit of Understanding for Concurrent Review
Form #112 – Affidavit of Understanding - PAC

Supersession History
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