



Process Overview

1. Pre-Application Meeting
 - a. Discuss your project with staff prior to submitting an application. Staff can help identify opportunities and constraints on the proposed project, as well as provide more information on the process and code requirements.
 2. Complete Submittal Package*, which includes: Application and all Checklist Items
 3. Staff review, with comments issued as needed
 4. City Council meeting for approval by Resolution or Ordinance
- *Incomplete submittals will not be accepted

Submittal Package Checklist Items

Staff	Applicant	Item
<input type="checkbox"/>	<input type="checkbox"/>	Completed and signed Application
<input type="checkbox"/>	<input type="checkbox"/>	Agent Authorization Form
<input type="checkbox"/>	<input type="checkbox"/>	Project Description Letter listing the following: <ul style="list-style-type: none"> • Type of improvements proposed • Scope of improvements • How the project will affect areas within the scope of work
<input type="checkbox"/>	<input type="checkbox"/>	A signed, sealed and dated letter from a registered engineer certifying that they have personally reviewed the topography and completed a field investigation of the existing and proposed flow patterns for stormwater runoff from the subject development to the main stem of all creeks that may impact the project, and build-out conditions allowable by zoning, restrictive covenant or plat note, that the stormwater flows from the subject development will not cause any additional adverse flooding impacts for storms of magnitude up through the one-hundred (100) year event.
<input type="checkbox"/>	<input type="checkbox"/>	Map of Affected Area and/or Concept Plan as requested by Staff
<input type="checkbox"/>	<input type="checkbox"/>	Detailed plans of proposed drainage improvements signed, sealed, and dated by a registered engineer
<input type="checkbox"/>	<input type="checkbox"/>	Digital Submittal – Provide pdf copies of all documents listed above via email, CD, or flash drive