

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"> • Standards that will be modified, including but not limited to: <ul style="list-style-type: none"> <input type="checkbox"/> Numerical Adjustment <input type="checkbox"/> Alternative Building Design Plan <input type="checkbox"/> Alternative Landscape Plan <input type="checkbox"/> Alternative Parking Plan <input type="checkbox"/> Alternative Drainage Plan • How the alternative standards exceed the current standards in the Code of Ordinances and will address drainage concerns
<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"/>	Five (5) copies of Detailed Conceptual Plans that clearly depict: <ul style="list-style-type: none"> • Location on a plat or site plan to which the Exemption would apply • A detailed design plan illustrating the applicable alternative proposal
<input type="checkbox"/>	<input type="checkbox"/>	Digital Submittal – Provide pdf copies of all documents listed above via email, CD, or flash drive