



Site Plan Routing Sheet

File Name Description: _____

| Initials/Date Completed | Description of Activity | Responsible Party |
|--|---|----------------------|
| | Receipt of site plan documentation. Verify complete. | Development Services |
| | Receipt of Retainer and Fees | Development Services |
| | Assign address if not already assigned. | Development Services |
| | Assign asset account number to project if none assigned. Use proposed address. | Finance |
| | File original office copy of site plan documentation street name<space>address | Development Services |
| | File electronic version of site plan | Development Services |
| | Create routing documentation set using copies, attach checklist | Development Services |
| | Engineering review using checklist | City Engineer |
| | Request electronic and paper documentation updates (as required), 2 copies or 12 copies (P&Z review only), 1 CD | City Engineer |
| | Receive electronic and paper documentation updates (as required) | City Engineer |
| | Engineer review of updates with spell check | City Engineer |
| | Engineer's approval letter with stamp | City Engineer |
| Technically Complete: 6 Working Days Prior to P&Z Board Meeting if Required | | |
| | Developmental Services Director recommendation letter | Development Services |
| | City Manager review | City Manager |
| | Add item to P&Z Agenda with public hearing | City Secretary |
| | P&Z Approval | P&Z Board |
| | P&Z Chairman signature | P&Z Chairman |
| | Distribute owner copy, 1 paper copy | Development Services |
| | File City copy, 1 paper copy | Development Services |
| | Scan file contents into archive under developmental services folder. | City Secretary |
| | File paper version in file cabinet under site plans. | City Secretary |