



## 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
<b>Technically Complete: 6 Working Days Prior to P&amp;Z Board Meeting if Required</b>		
	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