

Chapter 6

Next Steps After Decision

Implementation Period. As defined in the Zoning Ordinance, the Implementation Period is the date by which approved activity must begin to avoid expiration of the approval. All types of development approvals have a prescribed time frame for the Implementation Period. For Project Plans, a validity period may be prescribed by the Mayor and Council in its approval.

Amendments to Approved Development. No substantial deviation from approved development plans shall be permitted without the approval of the applicable Approving Authority or as specified by Section 25.05.07 of the Zoning Ordinance. Substantial deviations generally include, but are not limited to: increased building square footage; increased height; or an increase in the number of dwelling units.

The Chief of Planning may act on minor amendments that do not substantially deviate from the terms and conditions of the original approval and would carry out the original intent. Where the Chief of Planning determines that a requested change is too significant to be considered a minor change but not substantial enough to require a new application, the applicant may apply for a Major Amendment to an Approved Development.

For site plans, if the Chief of Planning determines that the requested change amounts to a comprehensive change to more than 50 percent of the project area, or would otherwise change the essential character and impact of the development, a new application is required.

Additional Approvals Required. Some development proposals may require more than one type of application prior to applying for building permits. For example, certain uses in the Zoning Ordinance Land Use Tables require a Special Exception application to ensure that the use is compatible with the surrounding area. Following approval, Special Exceptions proceed to Site Plan Level 2 application to review the site design and building mass and placement. If a development lies within a historic district or proposes demolition, a Certificate of Approval may be required for review by the HDC. Other types of applications may also be required by one development, depending on the proposed land use, the scope, and characteristics of the proposed development project. Please refer to the Zoning Ordinance and seek assistance from CPDS to assess the need for additional approvals and next steps for a given project.

Permitting Next Steps. On completion of the development review application and approval process for site plans and public facilities, the applicant may proceed to the building permit application phase.

The Division of Inspection Services, CPDS, and the Department of Public Works are charged with processing permit applications for building construction and site construction. No construction is allowed until appropriate permits are approved and issued. During construction and prior to obtaining an Occupancy Permit, these two departments conduct inspections to ensure that construction complies with the approved plans.

The City will issue an Occupancy Permit at the conclusion of all final inspection approvals and receipt of any as-built plans, bonds, fees and compliance with other outstanding conditions.