

**Building Development
Order in which the process works**

1. Application for a predesign meeting is taken and a fee of \$75.00 is processed.
2. Meet with the Zoning Administrator to discuss your plans for the property to see if the use is allowed in that district or what needs to be done to have the use provided for.
3. Applications for site plans are submitted to the Zoning Administrator. 12 copies are needed. A \$500.00 review fee is collected at this time. Plans are then taken by Zoning and distributed to the various agencies for comments. Responses are requested from the outside agencies within 30 days.
4. Comments from outside agencies , engineer, Director of Public Works, and the Zoning Administrator are then compiled and returned to the Applicants engineer for revision.(If there are no comments then plans do not need to be resubmitted. Plans are then placed on the Planning Commission agenda.)
5. Plans are then resubmitted to Public Works and sheet revisions are then paid for at the cost of \$100.00 per sheet. Plans are again reviewed to check and see if the comments from the outside agencies and the Town have been addressed, this process repeats until all issues are resolved.
6. Plans are then placed on the Planning Commission agenda.
7. You will be required to be at the Planning Commission with your engineer to answer any questions brought forward by the Commission.
8. Planning Commission will make a recommendation to staff, if all items are satisfactory, the item is placed on the next work session of the Town Council.
9. At the work session for Town Council you will be required to attend with your engineer. Town Council will discuss the site plan. Town Council will then approve the plan to be moved to the next regular meeting for a vote or move it forward for further discussion.
10. Once the plans have been approved by Council the plans are signed by all parties. Bonds will then have to be posted and a site permit may be issued.
11. **NO WORK CAN BE DONE ON THE PROPERTY UNTIL A SITE PERMIT HAS BEEN ISSUED.**
12. Building drawings must be submitted for review and fees must be paid at this time.
13. Building drawings will then be reviewed and commented on.
14. Once all items have been addressed on the building plans a building permit may be applied for and fees paid.
15. A building permit can then be issued.
16. Building construction then may begin and inspections will be required as listed on the inspection sheet.