

LA PORTE SITE REVIEW COMMITTEE FLOW CHART

Preliminary Discussion with City Staff
 The Site Plan shall be scheduled for review by the Site Review Committee after a mandatory preliminary discussion with the City Planner.

Process Timeline/Notice Deadlines from Public Hearing	
+28 Days	Pre-Application Discussion with City Staff
+21 Days	Application Submittal Deadline for Hearing
+13 Days	Site Review Meeting (if necessary)
+10 Days	Public Hearing Notice Deadline
+7 Days	Staff Report sent to Board Members
0 Days	Public Hearing (if necessary)

Pre-Application Discussion

- 1) Acquaint the developer with the standards and requirements of all ordinances and the strategic plan;
- 2) Review the intent of the procedures and requirements of the city;
- 3) Acquaint the developer with any limiting characteristics of the specific site under review; and
- 4) Reduce the time period between discussions, site review, and awarding of permits by encouraging a complete site plan whenever possible.

Site Review Committee Meeting

Once site review has been scheduled, the developer shall attend the meeting. One week prior to the meeting, the developer shall provide at least two large site plans and eight small site plans for the committee members to review the project. Site plans may be provided electronically in .pdf format. The committee shall use the existing standards and ordinances, including, but not limited to, the site review checklist.

Post Site Review Committee Meeting

Plans that have completed the site review process are valid for one year. If a project has not received permits in that time, the developer must request a new site review before any permits are issued. It is required by the site review committee that once a site plan has been successfully reviewed, it will be built according to the plan as presented and/or amended by site review; or the developer shall request additional review to discuss major changes to the site plan. Development plans can be amended after review by presenting proposed amendments to the site review committee.

Board of Zoning Appeals Hearing

If the site plan is part of a project that requires a public hearing, copies of the minutes will be provided to the board members.

Approve**

Deny**

Minor Changes to Site Plan

If the amendment is deemed minor, the City Planner may decide on the amendments without a referral to the site review committee.

Development Plan

Development plans shall be required for all properties in the Downtown Development and NewPorte Landing South Overlay Zoning District. Basic standards as defined by the Zoning Ordinance provisions are taken into account for review of development plans. Final concept plans are required for development plans.

Downtown Design Review Committee

Approve*

Deny*

NewPorte Landing Design Review Committee

Approve*

Deny*

*Administrative or Committee Decisions may be appealed to Plan Commission

**Board of Zoning Appeals Decisions may be appealed to a Court of Law

Issue Permits

