

## **ARTICLE III**

### **Application and Review Procedures**

#### **16-3-10. Purpose of article.**

The purpose of this article is to provide consistent, equitable procedures for the review of development proposals such that the time and cost involved in the review process are in relative proportion to the potential impact of the proposed development on the community, its citizens and the environment and to ensure that proposed development will be in accordance with the purposes and provisions of this Code.

#### **16-3-20. Development permits.**

(a) All types of land uses and developments except planned developments and uses specifically exempted under Section 16-3-30, and those listed in Section 16-3-40(b) below, shall require a development permit. This permit shall be issued only after the proposal has been approved in accordance with this Article and is prerequisite for a building permit. The development permit shall not be valid until signed by the Administrator. The development permit shall be incorporated into the building permit and all conditions shall apply to the building permit. If the development proposal includes subdivision, the submittal requirements and review standards set forth in Article VI of this Chapter shall apply, and the approval of a final subdivision plan herein shall constitute the development permit for the property.

(b) Term of development permits. Any development permit shall be valid for a period of three (3) years after final approval of the development permit by the City, unless a different term for the development permit is expressly included in the development permit. The development permit shall expire and become null and void if the developer fails to make application for a building permit for the development within the aforesaid three-year period. If the developer makes timely application for a building permit according to a development permit, the development permit shall remain in effect for so long as the building permit remains in effect.

#### **16-3-30. Exemption from development permits.**

Uses noted as Permitted ("P") in Table 16-D, Schedule of Uses, are exempt from the requirement to obtain a development permit if the proposed use or activity complies with applicable zone district regulations and use restrictions set forth in Article IV, Zoning, Article V, Zone District Overlays, and Article VII, Planned Developments. Exemption from development permit requirements is not an exemption from other federal, state and local permit requirements applicable to the proposed development or land use including, without limitation, building permits and floodplain development permits.

#### **16-3-40. Classification of developments.**

(a) Generally, there are three (3) levels of review for land use and development in the City. Unless otherwise exempted from review, a change in land use is subject to one of the following three levels of review according to impact. The level of review for specific land uses is set forth in Table 16-B.

(1) Administrative Review. Development permits and administrative subdivision approval may be issued for the following types of land use and development following review by the Administrator. The development permit may be reviewed concurrently with a building permit application:

- (i) Multi-family residential, 3-4 units in project, without regard to phasing
- (ii) Administrative conditional use permit
- (iii) Administrative variance
- (iv) Nonresidential or mixed-use, <20,000 sq. ft. gross floor area
- (v) Amended plat (as defined in Section 16-6-50)
- (vi) Lot line adjustments
- (vii) Lot line elimination
- (viii) Duplex conversion subdivision
- (ix) Land use actions that the State of Colorado has exempted from the definition of *subdivision*.

(2) Limited Impact Review. Minor subdivision and development permit applications that will have limited or minimum impact will be reviewed by the Planning Commission at a noticed public hearing including the following types of land use and development:

- (i) Variance (Reviewed by Board of Adjustment)
- (ii) Nonresidential or mixed-use, 20,001 sq. ft. – 50,000 sq. ft gross floor area
- (iii) Large alteration
- (iv) Minor subdivision
- (v) Conditional use permit

(3) Major Impact Review. Rezoning, planned developments, major subdivisions and development permit applications that will have significant impact will be submitted first to the City Council for conceptual plan review. They will then be reviewed by the Planning Commission and then City Council at noticed public hearings. Applications that are adopted by ordinance must be heard at two City Council meetings, including planned development, rezoning, and right-of-way vacation:

- (i) Multi-family residential, 20 or more units in project, without regard to phasing
- (ii) Nonresidential or mixed-use, 50,001 sq. ft. or greater gross floor area
- (iii) Planned development
- (iv) Rezoning

(v) Right-of-way vacation

(vi) Major subdivision

(4) Exceptions. A subdivision or development otherwise meeting the criteria for an administrative or limited impact review shall be classified as a major impact review if it includes any one (1) of the following:

(i) The extension of municipal facilities beyond locations or other limits set forth in the City Code, Salida Regional Transportation Plan, or an extension of municipal facilities which requires City Council approval pursuant to other provisions of this Code. Such extensions shall include water mains, sewer mains and collector or arterial streets; or

(ii) A dedication of land which the City will be required to maintain including a street, alley, park, trail or other public land or right-of-way.

(iii) The use will generate a wastewater flow of 2,000 gallons or greater per day per lot.

(iv) The use will include either storage or generation of more than fifty (50) gallons of hazardous materials per year.

(b) Other Application Types. The following applications will be reviewed as determined in the referenced articles:

(1) Certificate of Approval, Article XII

(2) Landmark Designation, Article XII

(3) Text Amendment, Article II

(4) Annexation, Article IX

(5) Sign Permit, Article X

(6) Creative Sign, Article X

**16-3-50. Development plan**

Any application for approval of a development permit shall include a written list of information which shall constitute the applicant's development plan, which shall be that information necessary to determine whether the proposed development complies with this Code. If the application is for subdivision approval, the submittal requirements and review standards set forth in Article VI of this Chapter shall apply and constitute the development plan. The development plan shall include the following, as further specific for each level of review on the pre-application checklist:

(1) A copy of a current survey or the duly approved and recorded subdivision plat covering the subject lots where the proposal is for development on previously subdivided or platted lots;

(2) A brief written description of the proposed development signed by the applicant;

(3) Developments involving construction shall provide the following information:

(i) A development plan map, at a scale of one (1) inch equals fifty (50) feet or larger with title, date, north arrow and scale on a minimum sheet size of eight and one-half (8½) inches by eleven (11) inches, which depicts the area within the boundaries of the subject lot, including:

a. The locations of existing and proposed land uses, the number of dwelling units and the square footage of building space devoted to each use;

b. The location and dimensions, including building heights, of all existing and proposed Buildings or structures and setbacks from lot lines or building envelopes where exact dimensions are not available,

c. Parking spaces,

d. Utility distribution systems, utility lines, and utility easements,

e. Drainage improvements and drainage easements,

f. Roads, alleys, curbs, curb cuts and other access improvements,

g. Any other improvements,

h. Any proposed reservations or dedications of public right-of-way, easements or other public lands, and

i. Existing topography and any proposed changes in topography, using five-foot contour intervals or ten-foot contour intervals in rugged topography.

(ii) 24" x 36" paper prints certified by a licensed engineer and drawn to meet City specifications to depict the following:

a. Utility plans for water, sanitary sewer, storm sewer, electric, gas and telephone lines;

b. Plans and profiles for sanitary and storm sewers;

c. Profiles for municipal water lines; and

d. Street plans and profiles;

(iii) Developments in the major impact review procedure shall provide a development plan map on paper prints of twenty-four (24) inches by thirty-six (36) inches, with north arrow and scale, and with title and date in lower right corner, at a scale of one (1) inch equals fifty (50) feet or larger which depicts the area within the boundaries of the subject lots and including those items in Section 16-3-40(a)(3).

(4) Any request for zoning action, including review criteria for a requested conditional use (Sec. 16-4-190 ) or zoning variance (Sec. 16-4-180);

(5) Any subdivision request including a plat meeting the requirements of Section 16-6-120;

(6) Any other information which the Administrator determines is necessary to determine whether the proposed development complies with this Code, including but not limited to the following:

(i) A tabular summary of the development proposal, which identifies the total proposed development area in acres, with a breakdown of the percentages and amounts devoted to specific land uses; total number and type of proposed residential units; total number of square feet of proposed nonresidential space; number of proposed lots; and sufficient information to demonstrate that the plat conforms with all applicable dimensional standards and off-street parking requirements.

(ii) A description of those soil characteristics of the site which would have a significant influence on the proposed use of the land, with supporting soil maps, soil logs and classifications sufficient to enable evaluation of soil suitability for development purposes. Data furnished by the USDA Natural Resource Conservation Service or a licensed engineer shall be used. The data shall include the shrink/swell potential of the soils, the groundwater levels and the resulting foundation requirements. Additional data may be required by the City if deemed to be warranted due to unusual site conditions.

(iii) A report on the geologic characteristics of the area, including any potential natural or man-made hazards which would have a significant influence on the proposed use of the land, including but not limited to hazards from steep or unstable slopes, rockfall, faults, ground subsidence or radiation, a determination of what effect such factors would have, and proposed corrective or protective measures.

(iv) Engineering specifications for any improvements.

(v) A plan for erosion and sediment control, stabilization and revegetation.

(vi) A traffic analysis prepared by a qualified expert, including projections of traffic volumes to be generated by the development and traffic flow patterns, to determine the impacts of a proposed development on surrounding City streets and to evaluate the need for road improvements to be made.

(vii) A storm drainage analysis consisting of the following:

(a) A layout map (which may be combined with the topographic map) showing the method of moving storm sewer water through the subdivision shall be provided. The map shall also show runoff concentrations in acres of drainage area on each street entering each intersection. Flow arrows shall clearly show the complete runoff flow pattern at each intersection. The location, size and grades of culverts, drain inlets and storm drainage sewers shall be shown, as applicable.

(b) The applicant shall demonstrate the adequacy of drainage outlets by plan, cross-section and/or notes and explain how diverted stormwater will be handled after it leaves the subdivision. Details for ditches and culverts shall be submitted, as applicable.

(c) The projected quantity of stormwater entering the subdivision naturally from areas outside of subdivision and the quantities of flow at each pickup point shall be calculated.

(viii) Evidence of adequate water supply and sanitary sewer service - Data addressing the population planned to occupy the proposed subdivision and future development phases and other developments that may need to be served by extensions of the proposed water supply and sewage disposal systems. The resulting domestic, irrigation and fire flow demands shall be expressed in terms of gallons of water needed on an average day and at peak time, and the resulting amounts of sewage to be treated shall be expressed in gallons per day.

(ix) An analysis shall be submitted addressing how water for domestic use and for fire flows is to be provided, along with the collection and treatment of sewage generated by the property to be subdivided.

(x) A statement shall be submitted addressing the quantity, quality and availability of any water that is attached to the land.

(xi) A preliminary estimate of the cost of all required public improvements, tentative development schedule (with development phases identified), proposed or existing covenants and proposed maintenance and performance guarantees. The applicant shall submit, at least in summary or outline form, any agreements as may be required by Section 16-2-70, relating to improvements and dedications.

(xii) If intending to use solar design in the development, include a description of the steps that have been taken to protect and enhance the use of solar energy in the proposed subdivision. This shall include how the streets and lots have been laid out and how the buildings will be sited to enhance solar energy usage.

(xiii) If applicable, a report shall be submitted identifying the location of the one-hundred-year floodplain and the drainageways near or affecting the property being subdivided. If any portion of a one-hundred-year floodplain is located on the property, the applicant shall also identify the floodway and floodway fringe area. The applicant shall also describe the steps that will be taken to ensure that development locating in the floodway fringe area is accomplished in a manner which meets Federal Insurance Administration standards.

(xiv) If applicable, a report shall be submitted on the location of wetlands, as defined by the U.S. Army Corp of Engineers, on or affecting the property being subdivided. The report shall outline the development techniques planned to ensure compliance with federal, state and local regulations.

(xv) A landscape plan, meeting the specifications of Section 16-8-90.

(xvi) If applicable, a description of how the proposal will comply with the standards of any of the overlays.

(xvii) A site plan for parks, trails and/or open space meeting the requirements of Section 16-6-110 below. If an alternate site dedication or fee in lieu of dedication is proposed, detailed information about the proposal shall be submitted.

(xviii) All development and subdivision naming shall be subject to approval by the City. No development or subdivision name shall be used which will duplicate or be confused with the name of any existing street or development in the City or the County;

- (7) An access permit from the Colorado Department of Transportation; and
- (8) A plan for locations and specifications of street lights, signs and traffic control devices.

**16-3-60. Administrative review procedure.**

(a) Development plan. The applicant shall submit a development plan including the information described in Section 16-3-50.

(b) Development plan submittal. Three (3) copies of the development plan, four (4) copies for nonresidential and multi-family projects, and associated material shall be submitted to the Administrator. The application shall be accompanied by the development review fee as set forth in the development review fee schedule. An application shall be submitted that conforms to the pre-application checklist and the requirements of this Code. Upon receipt of the submittal, the Administrator shall review the application for "completeness"; i.e., consistency with the pre-application checklist and the applicable requirements of this Code. Within three (3) days of the submittal, the Administrator shall determine if the application is "complete" and entitled to proceed with the Department/agency review. If the application is deemed "incomplete," the Administrator shall notify the applicant by writing stating the deficiencies. The applicant shall make the necessary revisions/additions to the application prior to review for compliance with this Chapter.

(c) Department/agency review. The Administrator shall distribute copies of the development plan to City departments and other agencies as appropriate. These departments and agencies shall review the development plan with site visits as needed to determine whether it conforms with this Code and the City's goals and policies in their areas of responsibility. They shall submit their comments to the Administrator within seven (7) days. The Administrator shall compile these comments and shall consider them in reviewing the proposal.

(d) Administrative review. If needed, the Administrator may compile a summary of issues and department and agency comments. A copy of the summary and comments shall also be furnished to the applicant. Following review and within ten (10) days of receipt of a complete application the Administrator shall take one (1) of the following actions:

(1) Approve the development proposal and authorize issuance of a development permit subject to such conditions as the Administrator finds necessary to ensure that the proposed development complies with this Code;

(2) Require changes or additional information which they find necessary to determine whether the proposed development complies with this Code; or

(3) Deny the development proposal stating the specific reasons therefore.

(e) Further review.

(1) If the Administrator requests changes or additional information under subsection (d)(2) above the applicant shall submit copies of the required changes or information to the

Administrator. The Administrator shall review the additional submittal with appropriate City departments and other agencies.

(2) The Administrator shall reconsider the proposal and they shall take one (1) of the following actions:

(i) Approve the development proposal and authorize issuance of a development permit subject to such conditions as the Administrator finds necessary to ensure that the proposed development complies with this Code; or

(ii) Deny the development permit stating the specific reasons of noncompliance.

**16-3-70. Pre-application conference for development review.**

(a) Requirement. When proposing a development requiring a limited or major impact review, the applicant shall first request a pre-application conference with the Administrator to discuss and review procedures and requirements as well as the City goals and policies. The applicant shall provide for the conference:

(1) An application for development permit on a form prescribed by the Administrator from time to time;

(2) A conceptual plan of the proposed development which may be a freehand drawing of the proposed development, depicting topography of the land to be developed, the existing and proposed street system with approximate right-of-way widths, the block and lot pattern with approximate areas noted, and the location of utilities and existing development on the land; and

(3) Proof of ownership of the land proposed for development.

(b) Classification of development. At the pre-application conference, the Administrator shall classify the proposal for limited impact review or major impact review. If the Administrator cannot determine whether the proposal is to be classified for limited impact review or major impact review, the determination shall be made by the Planning Commission at its next regular meeting.

**16-3-80. Limited impact review procedure.**

(a) Development plan. At the applicant's request, the Administrator will prepare and deliver or mail to the applicant, within one (1) week after the pre-application conference, a written summary of the issues discussed. The applicant shall then submit a development plan including the information described in Section 16-3-50.

(b) Development plan submittal. Fifteen (15) copies of the limited impact development plan and associated material shall be submitted to the Administrator at least four (4) weeks before the Planning Commission or Board of Adjustment meeting at which it is to be reviewed. The application shall be accompanied by the development review fee and deposit as set forth in the development review fee schedule. An application shall be submitted that conforms to the pre-application checklist and the requirements of this Code. Upon receipt of the submittal, the Administrator shall review the application for "completeness"; i.e., consistency with the pre-application checklist and the applicable requirements of this Code. Within seven (7) days of the submittal, the Administrator shall determine if the application is



"complete" and entitled to proceed with the Department/agency review. If the application is deemed "incomplete," the Administrator shall notify the applicant by writing stating the deficiencies. The applicant shall make the necessary revisions/additions to the application prior to being scheduled for the next regularly scheduled public meeting.

(c) Department/agency review. The Administrator shall distribute copies of the development plan to City departments and other agencies as appropriate. These departments and agencies shall review the development plan with site visits as needed to determine whether it conforms with this Code and the City's goals and policies in their areas of responsibility. They shall submit their comments to the Administrator at least ten (10) days before the appropriate Planning Commission meeting. The Administrator shall compile these comments and shall prepare for the Planning Commission or Board of Adjustment a summary of the issues which they should consider in reviewing the proposal.

(d) Planning Commission review (acting Board of Adjustment for variance applications). The Administrator shall distribute copies of the development plan to the Planning Commission members, along with the summary of issues and department and agency comments. A copy of the summary and comments shall also be furnished to the applicant. The Planning Commission shall review the proposal at a regular meeting at which it shall hold a public hearing on the proposal. Public notice shall be given pursuant to Section 16-2-30. The applicant or his/her representative shall be present to represent the proposal. The Planning Commission shall take one (1) of the following actions at the meeting:

(1) Approve the development proposal and authorize issuance of a development permit subject to such conditions as the Planning Commission finds necessary to ensure that the proposed development complies with this Code;

(2) Require changes or additional information which they find necessary to determine whether the proposed development complies with this Code; or

(3) Deny the development proposal stating the specific reasons therefore.

(e) Further review.

(1) If the Planning Commission requests changes or additional information under subsection (d)(2) above the applicant shall submit fifteen (15) copies of the required changes or information to the Administrator at least ten (10) days prior to the meeting at which the proposal is to be reconsidered. The Administrator shall review the additional submittal with appropriate City departments and other agencies and shall distribute copies of the submittal to the Planning Commission members, along with comments from the departments and agencies.

(2) The Planning Commission shall reconsider the proposal at a regular meeting at which the applicant or his/her representative shall be present to represent the proposal. At this meeting, they shall take one (1) of the following actions:

(i) Approve the development proposal and authorize issuance of a development permit subject to such conditions as the Planning Commission finds necessary to ensure that the proposed development complies with this Code; or

(ii) Deny the development permit stating the specific reasons of noncompliance.

**16-3-90. Major impact review procedure.**

(a) Conceptual review. In order to provide for exchange of information and ideas between the applicant, Planning Commission, and the City Council at the conceptual stage of a proposed development, the applicant shall discuss his/her proposal with the City Council at a joint Planning Commission and Council meeting before submitting the development plan. The Administrator shall provide to the Planning Commission and City Council members copies of the development review request and the conceptual plan for discussion at the joint meeting. At the meeting, the Planning Commission and City Council may make comments and informal recommendations regarding the proposed development which shall not be binding but may be considered by the applicant as he/she prepares the development plan.

(b) Development plan. At the applicant's request, the Administrator will prepare and deliver or mail to the applicant, within one (1) week after the pre-application conference, a written summary of the issues discussed. The applicant shall then submit a development plan including the information described in Section 16-3-50.

(c) Development plan submittal. Within six (6) months of the conceptual review described in subsection (a) above and no later than four (4) weeks before the Planning Commission meeting at which it is to be reviewed, twenty (20) copies of the major impact development plan map and description shall be submitted to the Administrator. If more than six (6) months elapses from the date of conceptual review to the date of development plan submittal, the applicant shall be required to recommence the development approval proceedings in accordance with this Article. The Administrator shall review the application for "completeness"; i.e., consistency with the pre-application checklist and the applicable requirements of this Code. Within seven (7) days of the submittal, the Administrator shall determine if the application is "complete" and entitled to proceed with the department/agency review and to be scheduled for a public hearing. If the application is deemed incomplete, the Administrator shall notify the applicant by writing, noting the deficiencies. The applicant shall have one (1) week to make the necessary revisions/additions to the application. Failure to submit the revised application materials within the prescribed timelines will result in the postponement of the hearing date. All timelines will then begin anew.

(d) Department/agency review. The Administrator shall distribute copies of the development plan to City departments and other agencies as appropriate. These departments and agencies shall review the development plan with site visits as needed to determine whether it conforms to this Code and the City's policies in their areas of responsibility. They shall submit their comments to the Administrator at least ten (10) days before the appropriate Planning Commission meeting. The Administrator shall compile these comments and shall prepare for the Planning Commission a summary of the issues which the Planning Commission should consider in reviewing the proposal.

(e) Planning Commission review. The Administrator shall distribute copies of the development plan to the Planning Commission members, along with the summary of issues and department and agency comments. A copy of the summary and comments shall also be submitted to the applicant. The Planning Commission shall review the proposal at a regular meeting at which it shall hold a public hearing on the proposal. Public notice shall be given pursuant to Section 16-2-30. The applicant or his/her representative shall be present at the meeting to represent the proposal. The Planning Commission shall take one (1) of the following actions at the meeting:

(1) Approve the development proposal and recommend to City Council that a development permit be issued subject to such conditions as it finds necessary to ensure that the proposed development complies with the Comprehensive Plan, other adopted City plans, this Code, and City policies as adopted by ordinance or resolution;

(2) Deny the development proposal and recommend to the City Council that such application for development be denied since it does not comply with the Comprehensive Plan, other adopted City plans, this Code, or City policies as adopted by ordinance or resolution. The recommendation to deny shall specify which provisions of the Comprehensive Plan, this Code or City policies as adopted by ordinance or resolution have not been complied with, with respect to the proposed development; or

(3) Continue the hearing to a regular Planning Commission meeting with the requirement that the applicant submit changes or additional information which the Planning Commission finds necessary to determine whether the proposal complies with this Code and the City's policies as adopted by ordinance or resolution. The date of the meeting shall be set by the Planning Commission upon recommendations from staff, the applicant and members of the public in attendance. Nothing herein shall prohibit the Planning Commission from continuing a matter more than once before making a recommendation decision to the City Council. In the event the applicant or a member of the public disagrees with the number of continuances granted by the Planning Commission, or the overall length of review of a particular major impact development application, such person may appeal to the City Council. The City Council shall have the authority to direct the Commission to change the review period. The Planning Commission shall comply with the City Council directive.

(f) Further review.

(1) In the event the hearing is continued pursuant to subsection (f)(3) above, the applicant shall submit fifteen (15) copies of the required changes or information to the Administrator at least ten (10) days prior to the Planning Commission meeting at which the proposal is to be reconsidered. The Administrator shall review the additional submittal with appropriate City departments or other agencies and shall distribute copies of the submittal to the Planning Commission members along with comments from the departments and agencies.

(2) At the continued hearing, the applicant or his/her representative shall be present to represent the proposal. At this meeting, the Planning Commission shall take one (1) of the following actions:

(i) Approve the development proposal and recommend to the City Council that a development permit be issued subject to such conditions as the Planning Commission finds necessary to ensure that the proposed development complies with this Code; or

(ii) Recommend denial of a development permit stating the specific reasons of noncompliance.

(g) City Council review

(1) After the Planning Commission has made its recommendation for issuance or denial of the development permit, the Administrator shall distribute copies of the development

plan to the City Council members, along with excerpts from Planning Commission meeting minutes and copies of department or agency comments.

(2) The City Council shall review the proposed development at a regular meeting at which the applicant shall be present to represent the proposal. Following a public hearing at this meeting, the City Council shall take one (1) of the following actions:

(i) Affirm the decision of the Planning Commission after a finding that the proposed development does or does not comply with this Code; or

(ii) Reverse or modify the decision of the Planning Commission after finding that the proposed development does or does not comply with this Code.

(3) If the proposed development is approved by the City Council, pursuant to subsection (2) above, the City Council shall authorize issuance of a development permit subject to such conditions as the City Council finds necessary to ensure that the proposed development complies with this Code. If the proposal is denied, the City Council shall state the specific reasons of noncompliance.

(h) Changes in development plans. Any change in the development plan made after original submittal of the plan, but before issuance of the development permit, shall require the proposal to be re-entered in the review procedure at the appropriate planning review step unless, in the opinion of the Administrator, the change does not materially change the development plan and it complies with this Code.

**16-3-100. Steps following approval of a development plan.**

(a) Filing of development plan. If a development permit is authorized, a copy shall be filed within sixty (60) days of its approval by the City Council with the Community Development Department, along with a copy of the approved development plan, both of which shall become part of the permanent records of the City.

(b) As-builts. Before the issuance of any certificate of occupancy for the development, the applicant shall submit to the Administrator a set of as-built plans and profiles on twenty-four-inch-by-thirty-six-inch reproducible Mylar sheets for all water mains, sanitary sewers and storm sewers as well as a surveyed map of utility easements. Such plans and profiles shall be of a scale and accuracy sufficient to enable location of the improvements and easements and shall be subject to the approval of the City Engineer.

**16-3-110. Public hearings.**

Table 16-C, Decision-Making Bodies and Public Hearing Requirements for Development Applications, identifies the types of review processes for land development applications which shall be considered during a public hearing and at what step during the review process that hearing shall occur. Public notice shall be provided for each application type which is identified as requiring notice to be given in accordance with Section 16-2-30 of this Code.

<b>TABLE 16-C Decision-Making Bodies and Public Hearing Requirements for Development Applications</b>		
<b>Application Type</b>	<b>Decision-Making Bodies</b>	<b>Public Hearing Required? When?</b>
Interpretation	Administrator	No
Administrative Review	Administrator	No
Limited Impact Review	Planning Commission	Yes
Major Impact Review	Planning Commission recommendation to City Council	Yes - for Planning Commission review and for Council review or ordinance adoption
Appeal of specific orders, decisions or interpretations	Designated body as outlined in Table 16-A	Yes – if appeal is from a decision rendered during a public hearing
Designation of historic district or landmark	Administrator or his or her designee recommendation to Council	Yes – for Council ordinance adoption
Minor certificate of approval	Administrator or his or her designee	No
Major certificate of approval	Administrator or his or her designee with advice from at least three HPC members	No
Text Amendment	Planning Commission recommendation to City Council	Yes – for Council ordinance adoption
Sign Permit	Administrator	No
Creative Sign Permit	Planning Commission	Yes
Verification of zoning compliance	Administrator	No
Annexation	Planning Commission recommendation to Council	Yes - for Planning Commission review and for Council ordinance adoption
Appeal (Board of Appeals)	Board of Appeals	No

**16-3-120. Concurrent review.**

When a development project involves multiple application types, whether subdivision or development permits, the requests may be made and reviewed concurrently at the option of the applicant. In the case of concurrent applications, the final decision making body on the more intensive application path shall make the final decision on the multiple applications.

**16-3-130. Format of final submissions.**

All final subdivision plats, development plans, record drawings and annexation maps shall be submitted to the City on a method of data transfer acceptable to the City, in PDF and a format compatible with DXF or DWG files. This requirement may be waived at the discretion of the Administrator.

**16-3-140. Insubstantial changes or amendments to an approved development plan.**

Once the development application has been approved, no substantial variation of the plan shall be permitted without approval of the Administrator. Modifications to approved plans shall be reviewed and may be approved by the Administrator upon finding that the amended plan is in substantial compliance with the originally approved plan. Modifications to approved development applications may be brought to the approving body for review at the discretion of the Administrator.