



















































### APPLICANT FOLLOW UP PROCESS

After the DRC meeting, applicants should follow applicable process outlined below in order to receive final DRC sign-off.

**A. For projects which DO require review and approval by the Planning and Zoning Board (PZB) or City Commission (CC):**

- 1. Schedule an appointment with the Project Planner to go over DRC comments;** In advance of this meeting e-mail revised site plan and any other relevant plans as well as narrative responses to original DRC comments. Project Planner will invite other members as applicable to go over the responses and plan changes.
- 2. Once deemed complete, applicant will submit one set of revised signed and sealed plans;** including site plan, landscape, elevations, floor plans, and any documents requested by DRC to Urban Design and Planning counter, including electronic version of plans.

The Project Planner will approve/assign the “Pre-PZB or Pre-CC” stamp and will e-mail all DRC members who had comments that the application is ready to be routed for signatures.

- 3.** The applicant shall route the plans to those DRC members that had comments at the DRC meeting, prior to submittal of the application to the Planning and Zoning Board or placement on a City Commission agenda. The DRC members and their contact information is included in the DRC comments. Applicant shall provide contact information when leaving any anticipated plans for DRC members.

Alternatively, sign-off appointments are available to applicants to obtain signatures on plans from all representatives at one time. These appointments are available at the bi-weekly DRC Agenda days after regular agenda items are completed, are subject to availability and must be coordinated through the Project Planner after plans are deemed ready for sign-off. The Project Planner then sends a calendar invite to representatives who had comments to be present for sign-off.

- 4. When all required sign-offs are obtained, applicant shall file an application to the Planning and Zoning Board;** including all required documentation. For those projects requiring review by both Planning and Zoning Board and the City Commission, the case will proceed to the City Commission after PZB has acted upon it. A separate application for the City Commission is not required, however, additional copies of reduced plans must be submitted. Contact the Project Planner for specific requirements (generally 15 half-size copies for PZB submittal and 17 reduced copies for City Commission).
- 5. After PZB or CC approval applicant must route the plans for Final DRC approval;** in cases when no significant changes have been requested by either body, as defined in Section A above. In cases where significant modifications to the plans are made, as determined by the DRC staff, a formal DRC re-submittal may be required. Final approval date is the date on which the project was approved by the applicable approving body; Site Plan Level II - Final DRC approval date, Site Plan Level III – PZB approval date, Site Plan Level IV – CC approval date. After Final DRC sign-off applicant will submit a copy of Final-DRC plans along with Building Permit sets to the Building Division.

PLEASE CONTACT THE DRC PROJECT PLANNER LISTED ON THE DRC COVERSHEET  
IF YOU HAVE ANY QUESTIONS REGARDING THESE INSTRUCTIONS.

