

## Staff Review Schedule

For Development Review Process

	SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
<b>PREVIOUS MONTH</b>							
<b>WEEK 1</b>				Last day complete applications are certain to be reviewed in this DRC cycle	<div style="border: 1px solid black; padding: 5px; display: inline-block;">           Maximum time required for determining if application is complete is 3 business days         </div>		
<b>WEEK 2</b>			Last day applications are routed for next week's DRC Customer Meeting				
<b>WEEK 3</b>				Staff comments to customer by 5 p.m.		<b>CUSTOMER MEETING</b> Record of meeting to customer by 5 p.m.	
<b>WEEK 4</b>							

**NOTES:** This process is repeated weekly. Schedule may be modified due to holidays.  
 If application is incomplete, process continues again when new information is submitted

**APPROVAL SCHEDULE:**

When **Minor Site Development Plan** meets all requirements, staff will issue Certificate of Zoning Compliance on the day of the Customer Meeting. When Minor Site Development Plan needs revisions, staff will review revised plans within 3 business days after customer submits them.

For **all other applications**, at the Customer Meeting staff and customer will determine the date and deadlines for Planning and Zoning Commission or Zoning Board of Adjustment meetings. See separate review schedules for more information.