City of Delaware Development Plan Review Workflow

place on Tuesday and Thursday mornings and are usually done virtually.

A site plan is required for a predevelopment meeting and should e submitted prior to the meeting to allow for Staff review.

applicant requests pre-development meeting with City Staff.

staff provides comments based on the site plan and other materials

provided by the applicant.

Staff meets internally approximately every two weeks to discuss projects currently in the pipeline. After these meetings, comprehensive comments will be relayed to the

comments from Staff should be applicants should begin to work on ngineering documents and studies Reports and Traffic Impact Studies required prior to submitting a Development Plan.

applicant revises their site plan and produces other documentation required for full Staff review.

steps 2 and 3 are repeated until Staff deems project is ready to move to step 4.

Plan application.

All required submittal document

can be found in the checklist on file

with the Planning and Community

Development Department and mus

be submitted six weeks prior to the

desired Planning Commission

applicant submits their Development

staff reviews for completeness.

be resubmitted.

Staff will review all plications in the order they are ubmitted and notify applicants of the completeness status. If an invoice will be sent to the applicant Payment of this invoice by the due date will secure an applicant's space on the next available Planning Commission agenda. mplete applications will need t

complete applications are placed on the next available Planning Commission agenda.

Planning Commission reviews applications in accordance with the requirements of the Zoning Code. All development plan reviews include a public hearing. The Commission's action is a formal recommendation made to City Council.

the case goes before City Council for a final decision.

if approved by Council, the development plan goes into effect immediately.

Development Plans require a public hearing and are adopted by Resolution. The first reading of the case simply sets the date and time for the public hearing. The second reading includes the Staff presentation, Council discussion, and the public hearing. Council may table a case to future readings if

After all engineering and utility details are finalized, applicants may submit building and zoning permit applications for review. Construction can begin after a Pre-Construction Meeting with **Engineering Staff**

For developments requiring platting (like single-family subdivisions), building permits cannot be submitted until all public infrastructure has been accepted and the plat has been recorded.