City of Delaware New Commercial/Industrial Construction - Administrative Review Workflow

Pre-development meetings take place on Tuesday and Thursday mornings and are usually

A site plan is required for all predevelopment meetings.

applicant requests pre-development meeting with City Staff.

Any comments from Staff should be included in all revisions. In addition, applicants should begin to work on Engineering documents and studies required prior to submitting an application.

staff provides comments based on the site plan (if required) and materials provided by the applicant.

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.

Design Standards. More details can be found in the checklist on file with the Planning and Community Development Department.

All submittals shall be in

accordance with the Engineering

applicant submits Engineering Site applicant applies for a certificate of Improvement Plan application

building and zoning compliance.

Certificates of building and zoning compliance will not be released until Engineering approval (if applicable).

Once a permit is in-hand, construction may begin after a Pre-Construction meeting with the Engineering Department (if applicable).

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