



DEVELOPMENT SERVICES DEPARTMENT POLICY

POLICY NAME:	Plan Review Scheduling		
DIVISION/SECTION:	Engineering, Zoning, Residential, and Commercial	CONTACT:	Glenn Moyer
POLICY TYPE:	Internal & External	EMERGENCY?	No

PURPOSE

A predictable and standardized turn-around time for plans review is a reasonable and appropriate standard practice.

POLICY:

- DSD staff shall strive to complete all reviews with scheduled timeframes.
- All plan reviews (initial submittals, and resubmittals) shall typically be scheduled for completion in 20 working days (four weeks).
- At the discretion of the reviewer(s), resubmittals with two or fewer routine outstanding review comments may be scheduled for review in less than 20 days.
- Regardless of the number of outstanding reviews, resubmittals that include owner/applicant initiated redesign shall typically be scheduled for completion in 20 working days (four weeks).
- Expedited reviews (any review scheduled for a shorter review time than provided above) shall require prior approval by the Development Service Department Director or designee.

DIRECTOR APPROVAL (external policies only)

Ernie Duarte, Director

7-7-08

date

CFT use only	EMT Review Date:	May 15, 2008	
EMT Approval Date:	May 20, 2008	Posting Date:	July 1, 2008
DSD Policy Number:	2008-03 (E)	Effective Date:	July 7, 2008