



DEVELOPMENT SERVICES DEPARTMENT POLICY

POLICY NAME:	Plan Review Scheduling		
DIVISION/SECTION:	All	CONTACT:	Clayton Trevillyan
POLICY TYPE:	Internal & External	EFFECTIVE	Immediately

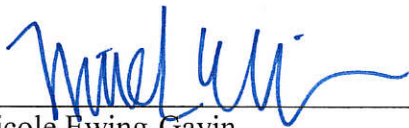
PURPOSE

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 working 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.
- An additional fee may be applied at the regular hourly rate when more than 40 permit applications are submitted by the same contractor or applicant for review within any twenty 20 working day time period to compensate the necessary resources for a high volume demand.

DIRECTOR APPROVAL:



Nicole Ewing-Gavin

3/14/16

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
		Revision Date:	March 14, 2016