



Development Review - Formal Phase

The Formal Submittal phase is the first technical submittal of development plans, supporting technical documents, and fees. Once the applicant has responded to and addressed all the agency requirements, the applicant may submit their final project plans to the [Project Coordinator](#) for Final Recordation. However, plans submitted for final approval will be checked by the Project Coordinator against the requirements for Final Approval and any plans not containing a full response to all issues will be immediately returned, un-reviewed. (Also view the [Formal Phase Submittal Requirements for Major Site Plans PDF](#))

The Formal Phase plan submittal must include payment of the appropriate fees in the form of a check made payable to the “Manager of Finance” or by credit card. Fees are subject to change. Failure to pay the correct fee(s) will result in your plan being returned. Please consult the [Fee Schedule](#) to ensure accurate payment.

All submittals need to be prepared in accordance with the Formal Phase Submittal Requirements. A sample site plan has been provided as reference. As with the Concept Phase, Formal Phase plans will be checked against the requirements for submittal by the Project Coordinator upon receipt. If the plans do not meet the expectations for submittal, they will be returned, un-reviewed. If the plans are accepted by the Project Coordinator and have addressed issues and comments identified in the Concept Phase they will be distributed to review team members within one working day. These reviewers will then have fifteen working days¹ to prepare written comments, outlining concerns and expectations. Following each review team meeting, the applicant will receive coordinated, written comments reflecting the agreements made at the review team meeting.

¹Expected Timeline after completed plans have been submitted: 1-15 business days (depending on complexity of the project, this may exceed 15 days).

Each City agency will have fifteen days¹ to review the Formal Phase plans and all submitted studies. Although major site development issues are resolved during the Concept Phase, it may be necessary to have additional review team meetings.

¹Expected Timeline after completed plans have been submitted: 1-15 business days (depending on complexity of the project, this may exceed 15 days).

Approval of Formal Plan at Formal Phase –

Once the applicant has responded to and addressed all the agency requirements, the applicant may submit their final project plans to the Project Coordinator for Final Recordation. However, plans submitted for final approval will be checked by the Project Coordinator against the requirements for Final Approval and any plans not containing a full response to all issues will be immediately returned, un-reviewed.

All engineering plans and studies must be technically adequate, as determined by [Development Services Site Engineering](#), prior to final site approval.

Number of submittals –

The applicant is allowed three Formal Phase submittals and then may be required to repay all fees to continue the [Site Plan Review Process](#).