

Planned Development Request Process

Applicant submits full legal description of the property to the City Planning Department



City Engineering Department produces a 300' map based on the applicant submitted legal description



City provides applicant the 300' map to give to an abstractor of their choosing



Abstractor provides applicant the names/addresses of those property owners within the 300' map



Applicant Submits:

- Completed and signed application
- If applicant is a company or something other than a personal owner, information showing who is able to sign a binding document for the company or group is required
- Planned Development Statement of Intent
- Planned Development Drawing
- \$300 fee
- Abstractor's Certificate with list of property owners within 300'
- Consent Statement, if necessary



Planning Department posts property and advertises public hearing 10 days prior to hearing



Preliminary Plan Public Hearing at Planning Commission



Preliminary Plan at City Council (Not a public hearing)



Final Plan at Planning Commission (Not a public hearing)



City Clerk posts property and advertises public hearing 10 days prior to hearing



Final Plan Public Hearing at City Council (3 readings)