

Site Development Permit Checklist

Project Stage	City Requirements	Completed	By
SDP Preparation & Approval	Applicant picks up SDP packet at City Hall.		
	Applicant signs Cost Recovery Agreement.		
	Applicant pays application fee.		
	Applicant prepares and submits complete application & supporting docs.		
	Submit 4 hard copies of Site Plan & Standard Details (11 X 17). See SDP application for required contents of Site Plan.		
	Submit electronic Site Plan and Standard Details (pdf format).		
	Submit building height calculation worksheet.		
	Submit Public Works Permit (if applicable).		
	City reviews and comments on application.		
	Applicant revises and resubmits application documents until complete. Applicant submits 2 hard copies and 1 electronic copy of the final Site Plan.		
	City issues SDP approval letter and signs, stamps and dates 2 copies of the Site Plan.		
	Applicant submits approved Site Plan to State Building Codes.		
	Applicant submits water/sewer service application to City.		
	Applicant submits water/sewer hookup application to City.		
	Applicant pays SDC fees to City.		
Applicant applies for building permit at State Building Codes.			
State Building Codes gives applicant form for City to sign.			
Construction	Applicant/State requests foundation location inspection after formwork is done but before pouring concrete. 5 days notice minimum.		
	City performs inspection & approves location (notifies State).		
	Check that erosion/dust control is in place.		
	Check for adequate protection of public infrastructure.		
	Applicant requests water/sewer service inspection after work is done but before backfilling.		
	City performs inspection and approves work.		
	Applicant requests final inspection when project is complete.		
	Check that water/sewer service are complete.		
	Confirm driveway has been constructed.		
	Confirm stormwater control is complete.		
	Confirm slopes/soils are stabilized.		
	Confirm roadway is restored/clean.		
	City issues Certificate of Compliance letter & notifies State.		
Applicant requests final inspection from State for Certificate of Occupancy.			