Rollingwood [Internal] Development Process (draft)

Development Questions

1. Staff fields call and determines:
- is the property in the City?
- Is the question IBC related?
- is question residential or commercial?

2. If Residential, Staff…:
- walks customer though residential FAQ to see if that answers question.
- if not, Staff proceeds to step 4.

3. If Commercial, Staff…:
- refers customer to Commercial Building page for checklists and resources, including process.
- If further assistance required Staff proceeds to step 4.

4. Question Dispatch and Return:
- If not IBC related staff forwards **customer contact info, property address, and specific question** to KFA at end of day.
- IBC related, Staff schedules a time next business day to meet with ATS when in office.

Variance Requests

1. Completeness Check:
- application received by Staff and forwarded to KFA for initial review within next day.
- KFA performs completeness check within 3 days and/or requests info from applicant.

2. Noticing & Scheduling:
- KFA advises Staff to proceed and Staff sets a hearing date.
- Staff notifies KFA and DNRBZ of hearing date.
- KFA provides notice to adjacent properties 30-days prior.
- Staff places signs in yard of property 15 days prior to. KFA to provide wording for sign.

3. Meeting Preparation
- KFA prepares staff report, ppt, and recommendation.
- KFA forwards said doc's to Staff and DNRBZ one week prior to.

4. Meeting Facilitation
- DNRBZ attends meeting.
- DNRBZ prepares, executes, and files variance decision with City.

Platting

1. Completeness Check:
- application received by Staff and forwarded to KFA for initial review within next day.
- KFA performs completeness check within 3 days and informs applicant and Staff if application has been accepted or rejected.

2. Noticing & Scheduling
- Staff schedules plat for next Commission meeting.
- KFA provides notice if a residential replat.

3. Meeting Preparation
- KFA prepares staff report, ppt, and recommendation, and forwards all documents to staff one week prior to.

4. Meeting Facilitation
- KFA attends meeting if requested
- KFA facilitates follow-through (i.e. conditions/modifications per approval, signatures, etc.)
- Applicant files plat with staff
- Staff records plat with the County and forwards confirmation.

Building Permitting

1. Completeness Check:
- Staff receives and review application for completeness based on <u>appropriate checklist</u>.
- If incomplete, Staff notifies applicant of required items.
- If complete, proceed to step 2.

2. Invoicing and Distribution:
- If complete, Staff assesses fees and invoices applicant.
- If review not required, Staff issues permit.
- If review required, Staff forwards documents to reviewers.

3. Review/Approval Process:
- Reviewers provide comments directly to applicant in 10 days.
- Applicant resubmits back directly to reviewers.
- Reviewers re-review in 10 days.
- When approved, reviewers notify staff by and upload approval letter and approved documents to City approved FTP
- **When approved, Staff notifies applicant, issues permit, and invoices for inspection fees.**

Inspections & Close-Out

1. Request from Applicant:
- Applicant calls City
- Staff verifies if address in City?
- Staff verifies inspection type.
- Staff checks City spreadsheet to verify if reinspection.
- Additional fees paid if necessary
- Staff provides applicant with direct contact for ATS inspector, KFA (if engineering related), or WLHFD for scheduling.

2. Inspections Process
- ATS inspector to provide copies of inspection reports next day.
- Staff to inspection reports into City spreadsheet for tracking.
- Staff monitors tracking spreadsheet to determine when all inspections completed.

3. Project Close-out/Certificates
- If residential, Staff issues approval letter and ensures all digital files and reports archived.
- If commercial, Staff issues Certificate of Completion.
- If for immediate occupancy, Staff issues Cert. of Occupancy.