

# Concept Plan

## Facts to Know



### RELATED FACTS TO KNOW:

Pre-Application Meeting, Annexation, Zone Change, Development Plan, Landscape Plan, Approved Plant List, Bulk Standards (for the relevant zone district), Fees, Helpful Contact Information, Neighborhood Meeting, and Water.

### INTRODUCTION:

The purpose of the Concept Plan review and comment process is to evaluate conceptual site development options at an early stage. It provides an opportunity for the applicant to “test” development options, identify constraints and opportunities, before investing in the creation of detailed plans and engineering. This approach may assist in developing a concept that can continue through subsequent processes more quickly.

The Concept Plan process provides the applicant an opportunity early in the development review process to get comments from the City as to whether the concept plan meets the City’s goals, objectives, and addresses City requirements as set forth in its adopted ordinances, plans, and policies. It will also assist in determining a final site plan as well as to identify any additional regulatory processes required prior to development.

### GENERAL TIMEFRAME:

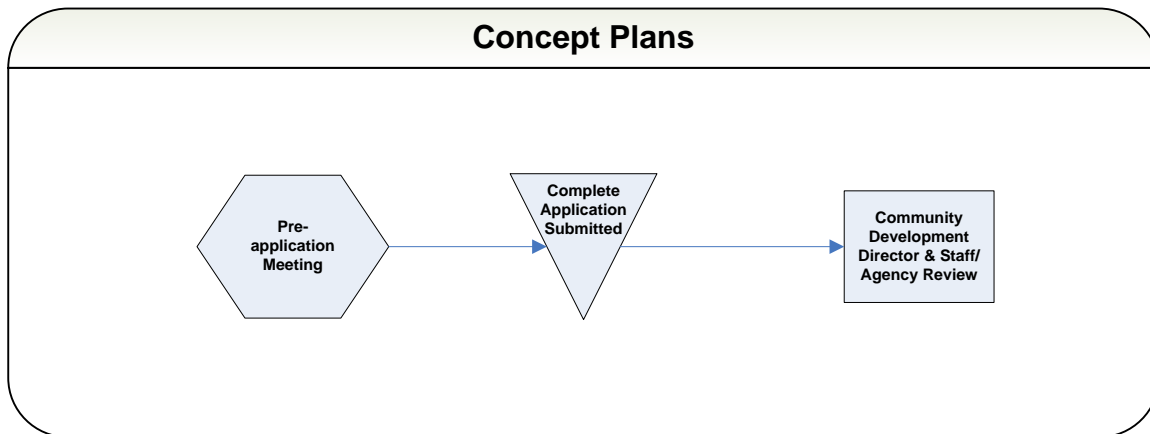
- A pre-application meeting with staff is recommended to clarify the request and submittal requirements before an application is submitted.
- The Concept Plan review process takes about **6 to 8 weeks** for initial review

### GENERAL NOTES:

- A **Concept Plan** is a generalized land use/site plan for an area proposed to be developed within a non-PUD zone district. PUD zone districts will utilize the PUD Concept Schematic process.
- An application for Concept Plan is **not subject to approval or denial**. It is simply a **non-binding** opportunity to begin a dialogue about your potential project with staff, and the Development Review Team, and occasionally Planning Commission.
- Depending on the scale of the project or the complexity of the use, at the discretion of the director, the application may go to the Planning Commission for review comment.
- The applicant is encouraged to begin the process with general schematic plans that illustrate the variety of site design, land use, circulation, and connectivity alternatives for consideration, along with an analysis that explains the strengths and limitations of each (see submittal materials below).
- After completing the Concept Plan Review process, the applicant may find it helpful to refine the concept based on the comments received, and then submit a revised plan for additional review and comments.

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## CONCEPT PLAN FLOWCHART:



## REVIEW PROCESS:

- A pre-application meeting with staff is recommended to clarify the request and submittal requirements before an application is submitted.
- The application for a Concept Plan will be reviewed by staff for completeness.
- A complete application is submitted for review.
  - ➔ At the time of submittal, staff will determine if the application is complete (incomplete applications will not be accepted and will be returned without review).
  - ➔ The city will refer the application out to various departments within the city and to outside organizations for review and comment.
  - ➔ After a review period of approximately **6 weeks**, the case is discussed at the internal Development Review Team (DRT) meeting. After the DRT meeting, the applicant will receive a comment letter identifying relevant questions and concepts to be considered.
  - ➔ Based on these responses, the applicant can decide whether or not to revise the plan for additional concept review, or go forward with the next step in land use applications. If the concept is completely revised, than an additional application fee will be required.

## SUBMITTAL REQUIREMENTS FOR A CONCEPT PLAN:

Please note that incomplete submittals will not be accepted for review. Any inaccurate or incomplete information provided by the applicant may cause the application to be returned to the applicant and/or delay review cycles which may impact the case completion time frame. Please visit [c3gov.com/etrakit](https://c3gov.com/etrakit) for complete information for submitting for this application type. The following items will need to be included in your submittal package.

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- The property owner, his or her representative, or an authorized agent having a legal interest in the property, such as power of attorney, lease, or purchase contract, usually initiates a request for a Concept Plan.
- Property Owner Authorization and the non-refundable review fee.
- General warranty deed, with a complete legal description for the subject property.
- Context map drawn to scale, showing the site and an area of not less than 300-foot radius around the site including streets, zoning, general location of existing and proposed buildings, and parking areas of abutting properties.
- Scaled and dimensioned concept plan, and an area of not less than 200 feet around the site, showing:
  - ➔ Access points and circulation patterns for all modes of transportation;
  - ➔ Approximate locations of trails, pedestrian and bikeway connections, on-site transit amenities, and parking areas;
  - ➔ Approximate location of major site elements, including buildings, open areas, drainage areas, and natural features such as watercourses, wetlands, and mature landscaping;
  - ➔ Proposed land uses and approximate location; and
  - ➔ Any architectural character sketches showing building elevations and materials.
- Hard Copy Requirements
  - ➔ Context map (18" x 24" or 24" x 36")
  
  - ➔ Concept Plan (18" x 24" or 24" x 36")
- City staff may require additional information or technical studies. To assure that your application is complete, please check with city planning staff prior to submitting your application. Be sure to include with your application all of the requested information. An incomplete application will not be processed until such time as all information has been submitted.

City staff has examples of previous concept plans. These examples can be made available upon request.