The City of Brighton's Development Review Process

KEY: Pre-Application Phase | Application Phase | Hearing Phase | Building Phase

START

Step #1: Initial Contact/Preliminary Meetings

Conceptual or Level 1 Plans

Inquiries are made about possible project

*Applicant brings two sets of **Conceptual Plans** for evaluation by planning staff*

Level 1 Plans Corrected

Director/ City Manager Input

Step #2: Final Preliminary Meeting

APPROVAL NEEDED

Applicant submits Pre-App Conference Application requesting date for meeting

Level 2 Plans

*Applicant brings two sets of **Preliminary Plans** for evaluation and begins contact with outside referral agencies*

Pre-App Conference scheduled

Step #3: Pre-App Conference
With 12 Sets of (Level #2) Preliminary Plans

Level 2 Plans

Applicant presents project to DRC

Director/ City Manager Input

Comment Letters

DRC sends comments to planner

Summary Letter

Planner compiles comments, resolves conflicting issues, and sends summary of comments to applicant

Applicant Responds

Applicant responds to summary letter

Step #4: Summary Meeting
w/ Planner; Applicant; Some Staff

APPROVAL NEEDED

Director/ City Manager Input

Level 2 Plans Corrected

Applicant returns w/ corrected plans until project is satisfactory to all agencies/depts

Step #5: Submittal of Application

Level 3 Final Plans

*Applicant submits **required number of final plans** w/ detailed drawings*

STOP

APPROVAL NEEDED

Administrative assistant checks submittal for completeness. Incomplete submittals returned to applicant for re-submittal.

Schedule PC Date if no issues

Step #6: Review Period
Check plans for compliance to comment letters

APPROVAL NEEDED

Full plans are checked for compliance to all internal and external comments

STOP

Director/ City Manager Input

Step #7: Create Agreement

Create agreement (development/ annexation) between City and applicant if applicable

Publish Planning Commission hearing date

Planner publishes for hearing

Step #8: Planning Commission

Planner presents project with recommendation of approval or denial

Planning Commission meets on 2nd & 4th Tuesdays

Applicant goes to Planning Commission public hearing to answer any questions

Publish for City Council public hearing

City Clerk publishes for City Council public hearing

Waiting Period
Sign off period and correct plans if needed

Step #9: City Council Hearing
w/ staff and applicant - first reading

Applicant goes to City Council public hearing to answer any questions

Schedule next City Council hearing

Council meetings are held on the 1st and 3rd Tuesdays

City Council Hearing
- Final Reading

Applicant goes to City Council public hearing to answer any questions

Publish/ record Resolution/ Ordinance

City Clerk publishes and records with County any Resolutions / Ordinances / Plats, according to laws

Step #10: Permits
Issued by Building Division

Contractor brings plans and applies for building permits

Step #11: Inspections

City inspects project in phases to assure all requirements are being met

Step #12: Issue CO-
Close Out Project

City makes final inspections and issues Certificate of Occupancy

FINISH

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