

# **MOUNT PLEASANT DEVELOPMENT PROCESS**

## **PRE-APPLICATION MEETING**

***TIME: As Scheduled***

A Pre-Application meeting request is strongly recommended prior to submitting a development application. These meetings are held on Wednesday mornings from 9:00 AM - 10:00 PM. Representatives from Engineering, Building Inspections, Fire, Public Works, and Planning attend the meeting for the purpose of assisting the developer with their project. Questions are answered in an effort to streamline the development process for clear understanding of the timeliness of development. A Pre-Application Meeting request form should be filled out and submitted with a conceptual plan for discussion purposes.

## **ZONING/SPECIFIC USE PERMIT**

***TIME: 60 Days***

A request for a change in zoning or a Specific Use Permit (SUP) may be necessary to accommodate a proposed land use or development. It is recommended that an applicant consult with City staff to obtain any information concerning a change in zoning or an SUP request. A zoning or SUP request can take approximately 45-60 days from the acceptance of an application to the final reading of an ordinance establishing the zone (refer to schedule on [mpcity.net/contractor-forms-requirements](http://mpcity.net/contractor-forms-requirements)).

## **PRELIMINARY PLAT**

***TIME: 30 Days***

A preliminary plat is intended to provide sufficient information to evaluate and review the general design of a development and to ensure compliance with the City's Comprehensive Plan, Unified Development Code, Thoroughfare Plan, and the Subdivision Ordinance and the availability and capacity of public improvements needed to serve a development. Additionally, when a master plat is required, the preliminary plat must conform to the approved master plat. When required, a master plat delineates the sequence and timing of a development within a proposed subdivision. Master and preliminary plat requests typically take 30-days, and in some cases can be submitted simultaneously.

## **CONSTRUCTION PLANS/CIVIL ENGINEERING**

***TIME: 45 Days***

Submittal of construction plans are to assure that all proposed street, storm water, sanitary sewer, water, drainage, and other public improvements have been designed, and will be constructed in accordance with the City's regulations. All construction plans must be prepared and sealed by a registered professional engineer. The construction plans are to be accepted by the City Engineer prior to approval of the final plat. Approval of the engineering process is dependent on how quickly a project engineer can address all

staff comments, but is typically around 45-days. Construction/civil engineering plans should be simultaneously submitted with the preliminary plat (or site plan where a preliminary plat is not required).

### **SITE PLAN**

***TIME: 30 Days***

Generally, site plan approval is required for all new non-residential developments, including multi-family developments, parking lots, expansions of an existing buildings' footprint and/or parking areas by more than 50%, and on some residential developments. Site plans will be reviewed for conformance to the City's zoning, subdivision and development regulations and typically take 30-days for approval.

### **FINAL PLAT**

***TIME: 30 Days***

After the construction plans/engineering plans have been accepted by the City Engineer and approved, a final plat application can be submitted for approval. The typical time for final plat approval is 30-days but can vary depending on the applicant's surveyor. Staff is responsible for the filing of all plats with the County once all approvals have been completed.

### **PRECONSTRUCTION CONFERENCE**

***TIME: As Scheduled***

Prior to commencing construction, a preconstruction conference with staff and the general contractor is required before building permits are issued. This meeting is to provide an overview of the project and related inspections, permits, site work requirements, work hours, etc., and to address any final comments.

### **BUILDING PERMIT PROCESS**

***TIME: 30 Days***

Building permits are required before commencing site construction. A building permit may be submitted simultaneously with a final plat for review; however, the building permit will not be released until the plat is approved and filed with the County. A Certificate of Occupancy (CO) is issued upon application and inspection to the business following the conclusion of your construction activities, and must be issued before the facility can be occupied.

Application forms and the Development Schedule can be found at:

[mpcity.net/contractor-forms-requirements](http://mpcity.net/contractor-forms-requirements)