



STANDARD DEVELOPMENT REVIEW PROCESS

The following steps, with accompanying time estimates, reflect the standard review process for new development in the City of Durand. Certain special uses or development requiring zoning changes may require additional time. To learn more about the expected individual timeline for your project please consider scheduling a Conceptual Review meeting.

1. Conceptual Review (Optional)
 - a. Pre-submittal: Meeting with Building and Zoning Administrator, City Manager, and/or City Planner to discuss project, timeline for submissions, and project-specific zoning and building regulations. If requested, staff may perform preliminary research and provide feedback; feedback may take up to five (5) business days from the time of the meeting.
2. Site Plan Review
 - a. Application for Site Plan Review
 - i. Site plan review requests should be submitted at least thirty (30) business days prior to a regularly scheduled Planning Commission meeting (first Tuesday of the month).
 - ii. A staff person will contact you within three (3) business days if your application is missing any detail.
 - iii. The applicant will typically receive notification from the City Planner with recommended changes at least seven (7) business days prior to that meeting. At that time the applicant may elect to defer review until the next month's meeting or prepare changes for the scheduled meeting.
 - b. Planning Commission Approval
 - i. The Commission will meet publically to review/approve your site plan. Depending on the request, the Commission may apply certain contingencies or stipulations to their approval.
 - c. *Note on properties currently located outside of city jurisdiction:* Site plan approval can be issued conditionally upon annexation of property into the City of Durand and performed regardless of where the applicant is in the annexation request process.
3. Permits and Applications
 - a. Building Permit Request: Once the Planning Commission has approved the site plan, applicants can acquire a Building Permit. Depending on the nature of the project additional permits may be required. These permit applications may be submitted in advance of site plan approval but we do recommend that applicants wait until they

receive approval to ensure the final submission most accurately reflects the work to be completed.

- i. Staff will review the permit application and request any missing detail. Processing and issuing a permit may take between five (5) and ten (10) business days depending on the number of pending permit applications. If changes are required, the applicant will be notified in writing.
 - b. Water and Sewer Tap-In Request: Water and sewer tap-in requests should be submitted and paid at the same time as an applicant's building permit application. Fees are based on the size of the line. Please allow at least five (5) business days for the city to process your request. *Note: These fees must be paid for prior to any permit issuance.*
 - c. Other Permits: The city also issues trade permits but separate applications must be submitted for Plumbing, Mechanical, and Electrical (if applicable). Those may be submitted at the same time as a building permit application and applicants can expect a similar timeline.
4. Construction and Inspection
 - a. Applicants may begin construction any time after receiving their required permits. Permits and approvals typically have a time limit associated with them. If additional time is required for construction please request so in writing before the permit expiration date to avoid having to re-file. The city will do its best to alert you as to when this date is approaching. Ultimately, it is the responsibility of applicants to ensure all permits are up-to-date.
 - b. Just prior to project completion please contact the City of Durand to schedule any necessary inspections and final water and sewer connections.
 - i. Inspectors' schedules vary so we recommend you provide at least ten (10) business days advance notice for scheduling.
 - ii. Water and sewer connections require seven (7) business days advance notice for scheduling.
 - c. Once all inspections have been passed and appropriate utility connections are made, the city will issue a Certificate of Occupancy.
5. Feedback Request (Optional)
 - a. After completion of your project the City of Durand may send the primary contact an online survey request. This five-minute survey is intended to give you the opportunity to provide feedback on your experiences during our development process.

Occasionally other factors may dictate the order and length of time required to complete a project. Additional guidance is available for projects with these special considerations. Examples include:

1. Annexation
2. Use of Local, State, or Federal grants and tax incentives
3. Special Use Requests
4. Zoning Change Requests
5. Extension of Public Utilities (beyond tap-ins)
6. Road Assignment or Abandonment Requests