



SECTION 200: CONCEPT PLAN APPLICATION & REVIEW

Section 201—Purpose:

A pre-application meeting shall be scheduled with the Zoning Administrator to create an opportunity for an understanding of the City's subdivision requirements and to obtain ordinance and process information. A pre-application meeting shall also be an opportunity for the City's professional and technical staff to provide a very cursory and initial review of the proposed subdivision and provide feed back to the applicant. Following the meeting, a Concept Plan Application shall be filed with the Zoning Administrator.

The DRC shall discuss the Concept Plan at a regular DRC meeting; the time and place of such meeting will be identified by the Zoning Administrator. The DRC shall consist of the City Administrator, Zoning Administrator, Planning Commission Secretary, Engineer, Fire Chief, Public Works Director, Police Chief, Parks and Recreation Director, and other public or private service providers, as determined by the City Administrator. The DRC and the Applicant(s) may review the procedure anticipated for subdivision approval, application requirements and standards, other applicable City, County, State and Federal requirements, and any other matters deemed appropriate.

Section 202—Concept Plan Application Requirements:

An application is required for a Concept Plan Conference to be scheduled, but no fee is required. The Concept Plan is a discussion document only, designed to allow the identification of application procedures, requirements and standards, and other items that may be considered in the subdivision approval process once a complete subdivision application is received by the City. To achieve these objectives, Concept Plan submission requirements are identified as follows:

- a. An application for a Concept Plan must be completed and submitted to the Zoning Administrator.
- b. Provide a minimum of eight (8) copies in an 11x17 size of the Concept Plan with the application.
- c. Provide conceptual layout of proposed lots including minimum development requirements in the Zoning District, provided by the Richfield City Zoning Ordinance, in which the subject subdivision is located including lot area, lot frontage, lot width, and yard requirements. Provide conceptual layout of streets providing minimum requirements including rights-of-way widths and lengths.

Section 203—Zoning Administrator to Determine a Complete Application:

Prior to the DRC considering a Concept Plan Application, the Zoning Administrator shall determine and find that the Concept Plan Application is complete as outlined in Figure 1 and contains all of the information required by Section 202.

Section 204—Lack of Concept Plan Application Information-Determination of Incomplete Application:

The lack of any information required for a Concept Plan Application, as required by Section 202, shall be cause for the Zoning Administrator to find the Concept Plan Application incomplete.

A Zoning Administrator determination of an incomplete Concept Plan Application shall prohibit the DRC from considering any material, items, or other information related to the proposed subdivision. The Zoning Administrator shall notify the Applicant(s), in writing, of the required information lacking from the Concept Plan Application. The Zoning Administrator shall allow thirty (30) calendar days, from the date of notification of an incomplete Concept Plan Application, for the Applicant(s) to provide the required information to the City. If the Concept Plan Application remains incomplete after thirty (30) calendar days from date of notification, as required herein, the Zoning Administrator shall return the entire incomplete application to the Applicant(s).

Section 205—Concept Plan – Not an Application for Subdivision Approval:

A Concept Plan Application shall not constitute an application for subdivision approval and is in no way binding on the City or the Applicant(s). Any discussion before the DRC, at the meeting when the Concept Plan Application is discussed, shall not be considered as any indication of subdivision approval or disapproval, either actual or implied by the City.



FIGURE 1

Determination of Application Completeness Procedures

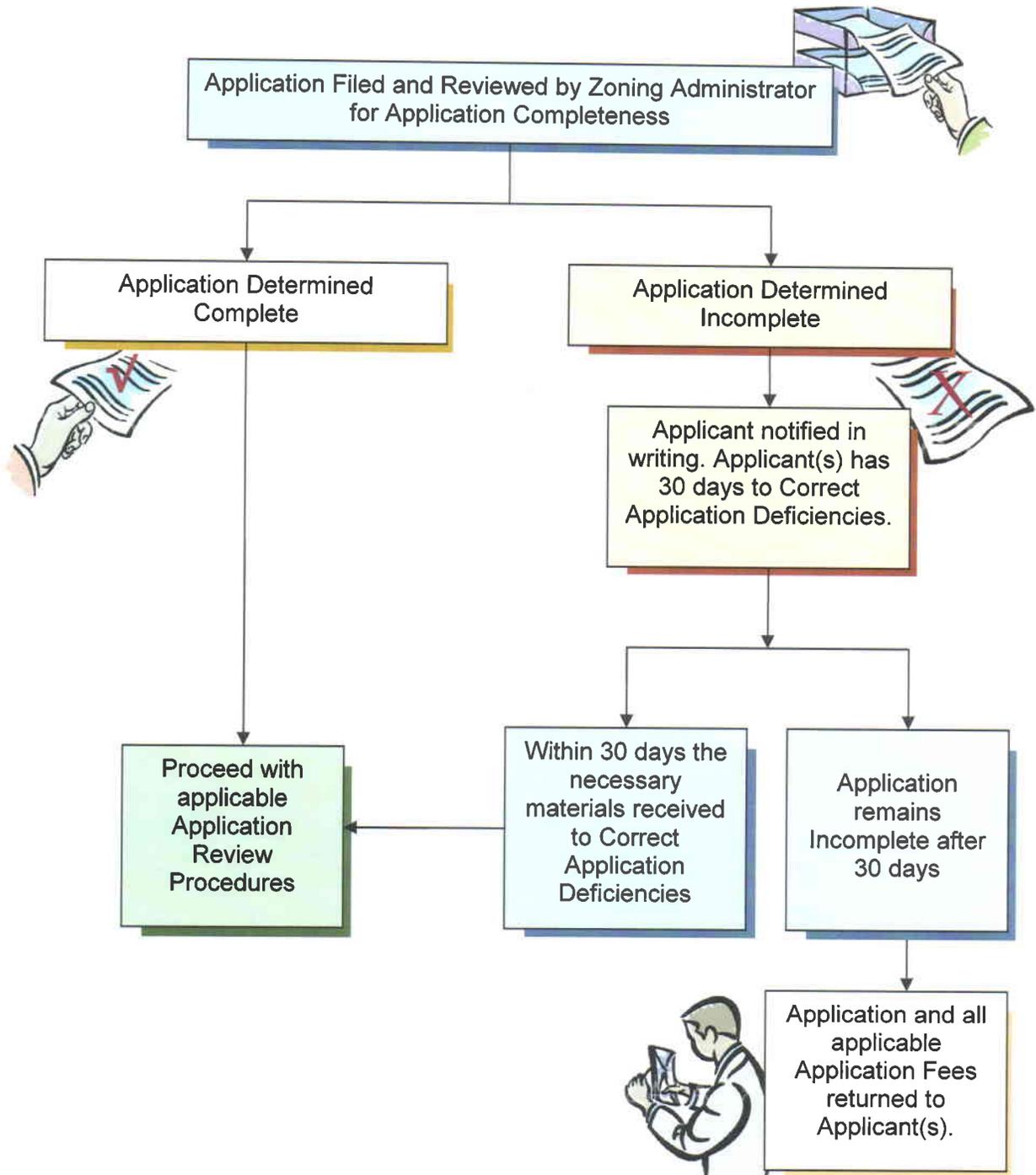




FIGURE 2

Concept Plan Application Review Procedures

