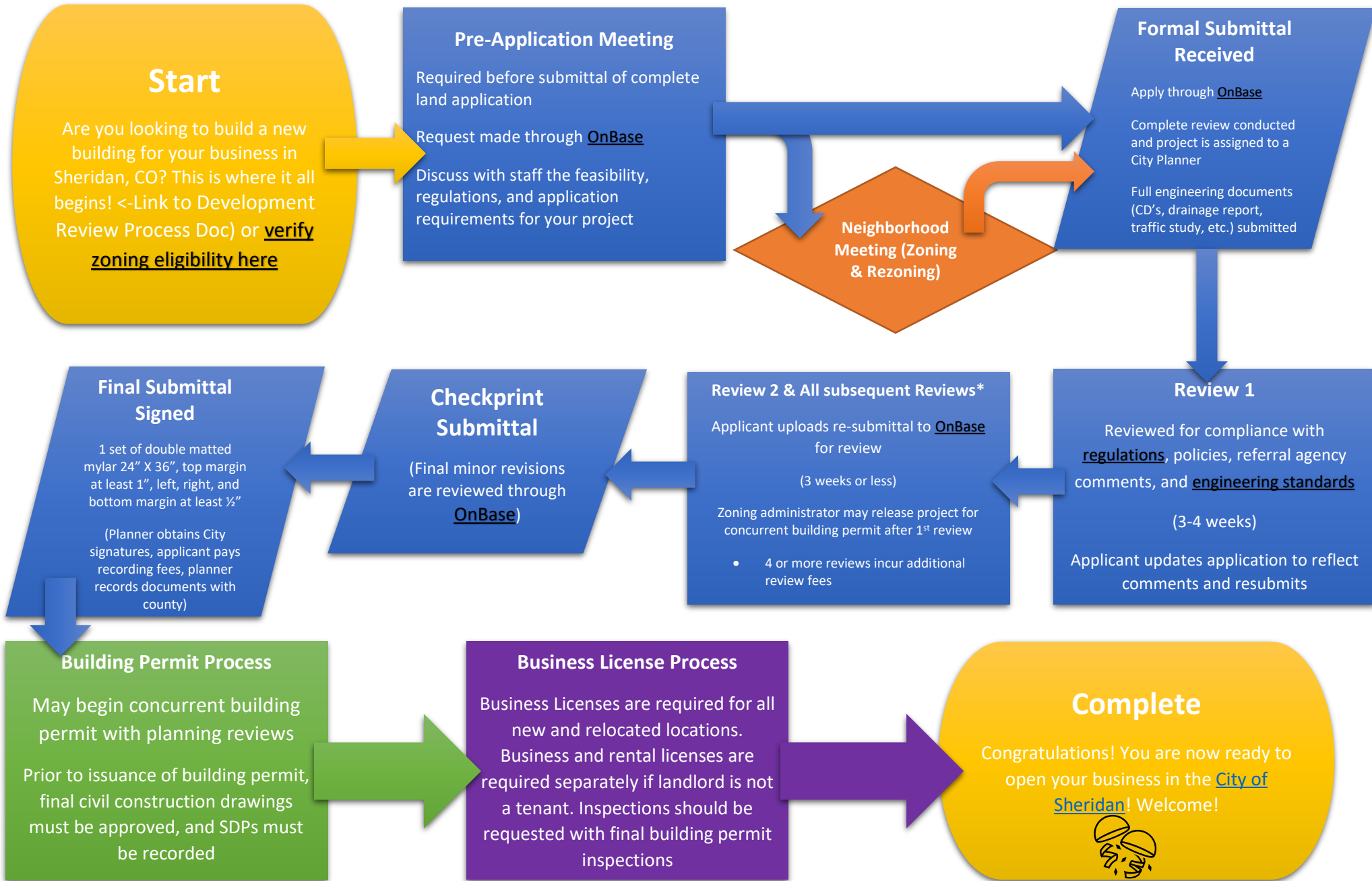




Development Review Process Flowchart





Development Review Process

Pre-Application Meeting	<ul style="list-style-type: none"> • Required before submittal of complete land application • Request made through OnBase • Discuss with staff the feasibility, regulations, and application requirements
Neighborhood Meeting(s)	<ul style="list-style-type: none"> • A neighborhood outreach meeting is required for all application that require a public hearing and must be held prior to formal submittal • Applications that require neighborhood meeting: Rezoning, Major Subdivision
Formal Submittal Received	<ul style="list-style-type: none"> • Apply through OnBase and submit all review fees (We accept check, cash, and money orders. Credit/Debit cards are accepted with a 2.5% fee) • Completeness review conducted and project is assigned to a City planner • Full engineering documents (CD's, drainage report/study, traffic, etc.) submitted
Review 1 (3-4 weeks, 1 week to assemble comments)	<ul style="list-style-type: none"> • Reviewed for compliance with regulations, policies, and engineering standards • Referred to appropriate outside agencies for review and comment • Comments provided to applicant after review • Applicant changes/updates application materials to reflect staff's and agencies' comments and resubmits with a response letter and responses on plan set(s)
Review 2 & All Subsequent Reviews* (3 weeks or less) <small>* 4 or more reviews incur additional review fees*</small>	<ul style="list-style-type: none"> • Applicant uploads re-submittal to OnBase • Project is reviewed for compliance and comments provided to applicant after review • Zoning administrator may release project for concurrent building permit after 1st review
Checkpoint Submittal	<ul style="list-style-type: none"> • Final minor revisions are reviewed by staff • Addressing form may be submitted for building permit through OnBase with application •
Final Submittal	<ul style="list-style-type: none"> • Project planner obtains city signatures and records documents at county clerk and recorder • Check to pay for recording fees are delivered with executed mylar(s) (NOTE: Recording of mylars must occur within one year from the date of approval; otherwise, the plan will become invalid. Time extensions may only be granted by the Zoning Administrator on a case by case basis. • Mylars required for all subdivisions and site development plans (1 set of double matted mylar 24" X 36", top margin at least 1", left, right, and bottom margin at least ½")
Building Permit Process	<ul style="list-style-type: none"> • Permits can be paid for on the top floor of the Sheridan Municipal Building • Prior to issuance of building permit, final civil construction drawings must be approved, and SDPs must be recorded
Business License Process	<ul style="list-style-type: none"> • Business Licenses are required for all new and relocated locations • Business and rental licenses are required separately if landlord is not a tenant <ul style="list-style-type: none"> ○ Business License/ Sales Tax Portal- MuniRevs ○ Business License Administrator- jdirubbo@sheridangov.org ○ Sales Tax Administrator- hmckelrath@ci.sheridan.co.us • License inspections should be requested with final building permit inspections <ul style="list-style-type: none"> ○ These are the five departments that must conduct business license inspections: Zoning, Fire, Building, Environmental, Code Enforcement • After all inspections have been completed your business license will be issued. Congratulations, you are now ready to open your business in the City of Sheridan. Welcome!

For additional information, please contact Planning & Zoning at 303-438-3307 or email planner@ci.sheridan.co.us