

Development Review Guide

Major Subdivision Applications



1

Preliminary Research

- Introduce yourself to how the Town's development review works.
- Review this guide, Windsor Municipal Code, and applicable corridor plans;
 - Contact Planning staff to answer questions about processes, zoning, land use and design requirements.

Then

Submit a Concept Review Application
(Optional, but highly recommended)
Meet with DRC staff to review your proposal. This step will help you prepare your formal development review submittal. Meet with GIS team (REQUIRED) to understand digital submittal requirements.

2

Submit New Preliminary Application

- A complete preliminary application
 - Preliminary application fee
 - All required plans and documents
- *Plans are reviewed by Town staff and outside referral agencies.*

Or

Submit Revisions

- All requested plans and documents
- *Revised plans and documents are reviewed by Town staff.*

3

Attend DRC Meeting *(as necessary)*

Following the first round of review, staff meets with the applicant to discuss staff comments and questions the applicant may have. Staff will also discuss next steps and outline the remaining processes.

Then

Make Revisions

Revise your project to address comments from staff. Go back to Step 2 and submit revisions. Once directed by staff, proceed to the next step.

4

Preliminary Subdivision Action

- No less than 30 days: applicant notifies mineral interests of initial public hearing date
- No less than 10 days: regular public hearing notices

Then

Public Hearing

Planning Commission may either approve, conditionally approve, or deny the preliminary subdivision application as presented.

**The Planning Commission meets every 1st and 3rd Wednesday of the month.*

**Once you have received preliminary approval, proceed to the next step.*

5

Submit New Final Application

- A complete final application
 - Final application fees
 - All required plans and documents
- *Plans are reviewed by Town staff and outside referral agencies.*

Or

Submit Revisions

- All requested plans and documents
- *Revised plans and documents are reviewed by Town staff.*

6

Attend DRC Meeting *(as necessary)*

Following the first round of review of the final application, staff meets with the applicant to discuss staff comments and questions the applicant may have. Staff will also discuss the remaining processes.

Then

Make Revisions

Revise your project to address comments from staff. Go back to Step 5: Submit Revisions. Once directed by staff, proceed to the next step.

7

Draft Development Agreement (DA)

Applicant submits all required exhibits (i.e., a legal description and public improvement cost exhibit). Staff prepares draft agreement for applicant's review.

Then

Sign Development Agreement (DA)

Town Attorney will send you a final DA in pdf format to sign and will return to your project planner.

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Planning Commission and Town Board Public Hearings and Action

- Planning staff coordinates the public hearing dates with the applicant; public hearing notices posted.
- The Planning Commission will hold a public hearing, followed by their recommendation to the Town Board.
- The Town Board will hold a public hearing, followed by their action. The Town Board may either approve, approve with conditions, or deny the application.

**The Town Board meets every 2nd and 4th Monday of the month.*

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Final Plans* and DA for Recordation

Applicant submits final plans with completed signatures and CADD files. Planning staff collects all internal staff signatures on plat, the mayor's signature and records subdivision and the DA with the applicable clerk and recorder. Applicant is sent invoice for recordation fees.

Congratulations!

Your project has completed Development Review.

**Note: Construction processes are outlined in the executed Development Agreement; contact Planning.*

Acronyms:

DRC – Development Review Committee (staff from Planning, Engineering, Parks, Fire, Building and Economic Development)

DA – Development Agreement