

Development Review Guide

Site Plan 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 (REQUIRED) to understand digital submittal requirements.

2

Submit New Application

- A Complete Application
- 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.*

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 help to 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 step 7.

4

Planning Commission and Town Board (communication item – no formal action)

- Staff prepares a summary of the project for Planning Commission and Town Board meeting packet materials for informational purposes; no formal action is taken.

**Planning Commission meets every 1st and 3rd Wednesday of the month; Town Board meets every 2nd and 4th Monday of the month.*

5

Draft Development Agreement (DA)

Applicant submits any required exhibits (i.e., public improvement and GESCP [Grading Erosion Sediment Control Plan] cost exhibits). Staff prepares draft agreement for review by applicant.

Then

Sign Development Agreement

Town Attorney will send the applicant a final development agreement via DocuSign and return to your project planner.

6

Pre-Construction Meeting

Schedule a pre-construction meeting with staff. If your project includes one acre or more of earth disturbance, you will need a GESCP permit, to post GESCP security, and a pre-construction inspection from Stormwater, Public Works, prior to any earth work.

** Note: Building permits will not be accepted until GESCP security has been posted.*

7

Commercial and Industrial

Per staff's direction, you may submit your building permit application for review.

**Note: Permits will not be accepted until GESCP security has been posted.*

**Note: Permits will not be issued until all development documents are executed and public improvement security has been issued to the Town.*

Residential

Note: Permits will not be accepted until school fees have been paid.

**Note: Permits will not be issued until all development documents are executed, public improvement security has been issued to the Town, and construction acceptance has been granted by the Town.*

8

Submit Final Plans and Record Final DA

Applicant submits final plans with completed signatures and CADD files. Planning staff routes site plan for internal staff signatures and the mayor's signature. The final DA is recorded with the County Clerk and Recorder by the Planning Department.

Congratulations!

Your project has completed Development Review.

**Note: Timing of building permits, issuance of certificate of occupancy, and 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

Planning Department

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