Final Development Plan Review Process

For ESI member engineering firms

1 copy of plan submitted to ESI for review – Wilson Kirby reviews plan for min. submission requirements on Monday

Plan rejected

Peer review committee meets Wednesday to determine if application is complete

accepted for review

Applicant files plan with review fee, soils report, traffic study, etc.

Application stamped, logged, fee receipt & tax payment checked (1 – 2 days)

Application added to excel list and assigned to planner
Planner logs to LMIS, sets up file, and forwards plat to referral agencies
(1 – 2 days)

Plan is reviewed in turn (up to 60 days)
Referrals received except Engr. sends comments directly to applicant

Plan is resubmitted to ESI
ESI confirms comments are addressed.
Accepted when review fee & extra copies received
Added to LMIS & Excel logs.
Forwarded to referral agencies.

approved

not approved

Plan is signed after bond is posted and all associated easement plats are recorded and returned to Planning Dept.

Town issues zoning permit (1 – 2 days)

County issues grading & building permits

Review ProcessFDP