



Sketch Plan Review Process

Sketch plan reviews are your chance to get input on the development potential for your property and will only highlight major development issues you may encounter or need to address when navigating the development review process.

Please note that sketch plan reviews are not a full review of the development plan submitted and additional comments and requirements may arise during the formal plan submittal and review process.

Increases in the volume and complexity of plan reviews has become the norm for the City's Development Services Office. So to ensure the most effective use of staff resources in evaluating development requests, the Technical Review Committee (TRC) will only consider one sketch plan review for a property.

Additional sketch plan requests for the same property will only be considered by TRC if:

- More than two years has passed since the last sketch review
- The applicant/development group has changed
- The new request is substantially changed from the previous sketch review. Substantial changes include:
 - An increase or decrease in the overall size of the property
 - Changes in proposed uses or an increase/decrease in the density or square footage of proposed uses by at least 25 percent
 - Changes in the amount of areas to be developed in response to local, state or federal requirements.

Plans that have completed the Sketch Plan Review Process after September 1, 2021, should be submitted using the [Electronic Plan Upload System](#). Use this same system to track those plans submitted post-September 1, 2021.