

Section 18-157: Review and Approval Required

Review procedures vary depending on the type of request; however, procedures within this Article generally adhere to 3 common elements:

- (1) Submittal of a complete application, including fee payment and appropriate supplemental information.
- (2) Review by appropriate City staff and/or officials.
- (3) Action by appropriate City officials or staff to approve, conditionally approve, or deny the request.
- (4) Figure 18-157 summarizes the procedures, agencies, and personnel involved in the various procedures authorized by this Chapter. Detailed procedures are discussed in Sections 18-159 through 18-171 of this Article. Figure 18-157 is provided as a convenience for the Zoning Administrator and general public. Where there are conflicts between the text of this Chapter and Figure 18-157, the text shall prevail.

Figure 18-157: Review and Approval Activities and Bodies

Application Process	Review and Approval Bodies				
	City Staff	Dev. Review Team	Plan Commission	Common Council	Zoning Board of Appeals
Zoning Ordinance Amendment (Section 18-159)	RE	—	PH, RR	RE, A	—
Zoning Map Amendment (Section 18-160)	RE	—	PH, RR	RE, A	—
Conditional Use Permit (Section 18-161)	RE	—	PH, RR	RE, A	—
Temporary Use Permit (Section 18-162)	RE, as necessary	—	—	—	—
Land Use Permit (Section 18-163)	RE, I	—	—	—	—
Site Plan (Section 18-164) (3-8 unit res./ nonres. under 50,000 sq ft)	RE, I	RE	—	—	—
Group and Large Development (Section 18-161) - Regulated as a Conditional Use (9-24+ unit res./nonres. 50,000 sq ft and over)	RE	RE	PH, RR	RE, A	—
Campus Development (Section 18-166)	RE	RE	PH, RR	RE, A	—
Planned Development (Section 18-167)	RE	RE	PH, RR	RE, A	—
Interpretation (Section 18-169)	RE, A	—	—	—	—
Variance (Section 18-165)	RE	—	—	—	PH, RE, A
Appeal (Section 18-170)	RE	—	—	—	PH, RE, A
Violations and Penalties (Section 18-171)	RE, A	—	RE, A	—	—
Building Permit	Per Chapter 15 of the City Code of Ordinances				
Certificates of Occupancy	Per Chapter 15 of the City Code of Ordinances				
Sign Permit	Per Chapter 24 of the City Code of Ordinances				
A = Action I = Issues Permit PH = Public Hearing RE = Review and Evaluate RR = Review and Recommend					

(Ord 12140, 11/12/13)