## Site Plan Review process

## **EMAIL NOTIFICATIONS** ACTIONS **DETAILS** Applicant discusses concept plans with key Site Plan PRELIMINARY REVIEW **Review Committee members MEETING** · Potential issues and concerns are identified · Application submitted to DSI SUBMIT SITE PLAN · Staff reviews application and opens an electronic file **REVIEW APPLICATION** · Applicant can pay application fee in person or online Applicant receives Project Welcome Email at stpaul.gov/pav-mv-bill · Applicant receives Upload Plans Task · Applicant receives Pay My Bill Email Applicant uploads full site plan set and required SUBMIT PLANS documents online in ProjectDox (civils, landscape, architectural elevations, floor plans, survey, etc.) · Applicant notified of any missing items with a Prescreen Corrections Task · Applicant notified when plans have been accepted for department review · Reviewer Coordinator routes plans to Reviewers (City REVIEWERS ASSIGNED and external agencies) electronically · Applicant notified of Site Plan Review staff assigned SITE PLAN REVIEW • Discussion with development team and Site Plan **MEETING Review Committee** CONDITIONAL APPROVAL · Plans returned to the applicant with Reviewer **GRANTED** comments and plan markups · Applicant notified if Conditional Approval is granted Applicant receives Corrections Task · Applicant responds to Reviewer comments SITE PLANS UPDATED in ProjectDox · Applicant uploads updated plans and required documents REPEAT IF NECESSARY **UPDATED PLANS** • Reviewers provide updated comments and/or sign **REVIEWED** off on plans **FINAL APPROVAL** • Final Site Plan stamped for Building Permits **GRANTED** · Subject to Appeal · Applicant receives invoice for any outstanding fees · Fees can be paid in person at DSI or online at **OUTSTANDING FEES PAID** · Applicant receives link to stamped plans for download after fees are paid STAMPED PLANS AVAIL. FOR DOWNLOAD

