

CITY OF DAYTON
DEVELOPMENT REVIEW POLICY AND PROCEDURE

1. PURPOSE: The purpose of this policy is to outline the development review policies of the city relative to processing of any new development requesting approval of a subdivision.
2. AUTHORITY: The City of Dayton
3. APPLICATION: This policy applies to any new subdivision (and phases of approved projects) of residential, commercial, industrial or public/semi-public use. This policy does not apply to building expansions.
4. DEVELOPMENT PROCEDURE: The following procedures shall be followed for all new developments:
 - 4.1 Concept Plan Required: All developments shall submit a concept plan (based on concept plan checklist) for review by staff, Park Commission, Planning Commission and City Council. The purpose of the concept plan is to review the preliminary site layout, grading, proposed location of streets, utilities, open space, lot configurations and overall concept of the development. Comments provided by commissions and council are not binding but are intended to provide direction for further development of the plan.
 - 4.2 Project Specific Feasibility Study: After review of the Concept Plan the Applicant shall request a project specific feasibility study and submits escrow deposit and signs the Off-Site Transportation Charge Agreement. The feasibility study is based on the concept plan and is intended to determine project specific impacts of the proposal on the city's off-site transportation network. The developer's proportional share of improvements to the off-site transportation system will be determined and included in the developer's agreement at time of Final Plat. The Off-Site Transportation Charge Agreement must be signed and the feasibility study must be completed prior to submittal of a Preliminary Plat application.
 - i Optional Off-Site Transportation Charge Agreement. An Applicant may elect to voluntarily agree to pay the City's general off-site transportation charge, as set forth in the City's fee schedule, as it may be amended from time to time, in lieu of undertaking the project specific feasibility study. In such case, the Applicant shall sign an Off-Site Transportation Charge Agreement prior to submittal of the Preliminary Plat application.
 - 4.3 Preliminary Plat Submittal: Applicant shall submit Preliminary Plat and required plans (and other required requests such as a rezoning) based on requirements in the application checklist and Subdivision Code. A Preliminary Plat application will not be deemed complete until all requirements for submittals have been satisfied, including but not limited to a signed Off-Site Transportation Charge Agreement (and necessary study completed).

4.4 Staff will review the Preliminary Plat plans and prepare reports and Resolution to Park and Planning Commission and City Council.

4.5 Park Commission will review plans for consistency with Park and Trail plan and make recommendation to the Planning Commission.

4.6 Planning Commission will hold the Public Hearing and make recommendation to the City Council.

4.7 Council considers Preliminary Plat application and makes decision on Resolution of the Preliminary Plat.

4.8 Final Plat Submittal: Applicant shall submit Final Plat and required final construction plans based on requirements in the application checklist and Subdivision Code.

4.9 All final construction plans shall follow City of Dayton Design Standards.

4.10 Staff will review the Final Plat Plans and prepare report, Resolution and Developers Agreement.

4.11 City Council considers Final Plat Resolution and Developers Agreement.

4.12 Applicant submits Mylars and Development Agreement for City Signature and all fees as stipulated in approved Development Agreement.

4.13 Applicant records Final Plat, Resolution and Development Agreement and submits proof of recording.

4.14 Preconstruction Meeting: A Preconstruction meeting is required prior to the starting of any grading and or construction activity.

4.15 Applicant begins construction on the development.

5. ADMINISTRATOR/ COUNCIL REVIEW: The Administrator has determined that this policy as submitted to the City Council contains the necessary substance in order to carry out the purpose of the policy. The City Council has determined that this policy as submitted contains content that appears to be sufficient to carry out the development review activities of the City of Dayton.