

# Development Review Guide

## Rezoning Applications



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### Preliminary Research

Introduce yourself to how the Town's development review works.

- Review this guide, Windsor Municipal Code, and applicable corridor plans;
- Contact Planning staff to answer questions about processes, zoning, land use and design requirements.

Then

### Submit a Concept Review Application

*(Optional, but highly recommended)*

Meet with DRC staff to review your proposal. This step will help you prepare your formal development review submittal.

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### Submit Application

- A complete application
  - Application fees
  - All required plans and documents
- \*Plans are reviewed by Town staff and outside referral agencies.*

or

### Submit Revisions

- All requested plans and documents
- \*Revised plans and documents are reviewed by Town staff.*

plus

### Neighborhood Meeting

Applicant is required to hold a neighborhood meeting no less than 15 days prior to the Planning Commission hearing. *(neighborhood meeting form)*

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### Attend DRC Meeting *(as necessary)*

Following the first round of review, staff meets with the applicant to discuss staff comments and questions the applicant may have. Staff will also discuss next steps and outline the remaining processes.

then

### Make Revisions

Revise your project to address comments from staff. Go back to Step 2: Submit Revisions. Once directed by staff, proceed to the next step.

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### Schedule and Notification of Public Hearings

- Planning staff coordinates the public hearing dates with the applicant
- Planning staff and the applicant prepare and post public hearing notifications not less than 15 days prior to first public hearing (Planning Commission)

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### Planning Commission and Town Board Public Hearings and Action

- The Planning Commission will hold a public hearing, followed by their recommendation to the Town Board.
- The Town Board will hold a public hearing, followed by their action. The Town Board may either approve, approve with conditions, or deny the application.

*\*The Planning Commission meets every 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of the month*

*\*\*Town Board meets every 2<sup>nd</sup> and 4<sup>th</sup> Monday of the month.*

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### Submit Final Plans

Applicant submits final plans in PDF format with completed signatures. Planning staff collects all internal staff signatures and the mayor's signature.

### Congratulations!

*Your project has completed Development Review.*

*\*Note: Subdivision and Site Plan Development Review Guides are also on the Town's website: [Planning](#)*

#### Acronyms:

DRC – Development Review Committee (staff from Planning, Engineering, Parks, Fire, Building and Economic Development)

DA – Development Agreement