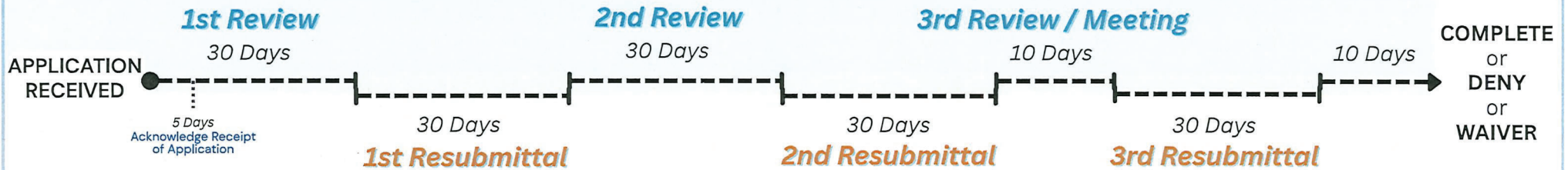


COMPLETENESS PHASE

Staff Review



Applicant Review

WAIVER ADDS 180 DAYS FROM 1ST INCOMPLETENESS OR SUBSTANTIVE DUE DATE

SUBSTANTIVE PHASE

FOUND COMPLETE

120 Days

APPROVE or APPROVE w/ STIPs or DENY or WAIVER

The timeframe restarts if an applicant makes a substantive change to the application.

The term "substantive change" means an applicant-initiated change of 15% or more in the proposed density, intensity, or square footage of a parcel.

REFUND SCHEDULE

10%

Failure to issue update status after 30 days from Submission #1 or #2

20%

Failure to issue update status after 10 days from Submission #3

50%

Failure to Approve/Deny up to 30 days after Substantive Review deadline

100%

Failure to Approve/Deny after 30+ days from Substantive Review deadline

Submittal Timelines

Submitted **PRIOR** to October 1, 2025

Per Review Cycle

No Waiver	Resubmitted after Oct 1	Waiver
Waiting > 6 months Case is considered closed / vacated	Case is closed / abandoned after 30 days	Good to waiver date approved in extension

Waiver Limit: Maximum of 1 waiver per cycle, 2 waivers per case.

Submitted **ON** or **AFTER** October 1, 2025

In Completeness Review		In Sufficiency Review	
No Waiver	Waiver*	No Waiver	Waiver*
Closed / withdrawn after 30 days	Good for 180 days past 1 st completeness date, then closed / withdrawn	Final decision is 120 days past date of completeness	Final decision is 300 days past date of completeness

Waiver Limit: Maximum of 1 waiver per case.

Note: Waivers submitted at completeness carry over to sufficiency review.

General Notes:

Waiver limits may be adjusted for cases where the delay is attributable to a force majeure or other extraordinary circumstance.

* No refunds will be authorized for cases submitted prior to October 1, 2025, for abandoned development orders.

* After October 1, 2025, development orders abandoned during completeness will be charged \$250 for the completeness review.

Cases abandoned during sufficiency will not receive refunds.