

Definitions

Kickoff Meeting covers the project vision & objectives, identifies issues & future information needs – optional

Record of meeting confirms main points discussed and next steps

Application a required written form with plan documents for specific approvals, linked below

Completeness letter confirms that the application submitted is complete or identifies what else is needed

Preliminary comments lists revisions or additions that will make plans consistent with City codes, standards, and policies

Customer meeting involves DRC staff and the customer's team to discuss the preliminary comments & resolve any issues

Record of meeting is a revision of preliminary comments reflecting decisions & understandings from customer meeting