Pleasant Grove City Development Process

**Concept Plan Submittal**
- Refer to attached checklist
- Submit Community Development Application with Owner’s Affidavit
- Pay application fee(s)

**Development Review Committee Meeting (DRC)**
- Approves or denies concept plan
- May not be required for all developments

**Preliminary Plans and Preliminary Plat Submittal**
- Refer to attached checklist
- Resubmit until all comments have been addressed or otherwise approved for PC agenda

**Design Review Board (DRB)**
- For commercial and multi-family site plans
- Recommends approval with conditions on site plan, including architecture and landscaping

**Planning Commission Meeting (PC)**
- Approves or denies preliminary subdivision plans
- Approves or denies preliminary site plans (Grove zone)
- Approves or denies final site plans (non-Grove zone)
- Public hearing is held at PC on all of the items above

**Final Plat and Improvement Drawings Submittal**
- Refer to attached checklist
- Resubmit until all comments have been addressed or otherwise approved for CC agenda

**City Council Meeting**
- Final plat is approved
- Final site approval (Grove zone)

**Pre-Construction Meeting**
- “Final” plans distributed
- Contractor must be licensed (E100) and insured

**Construction Period**
- Complete within 12 months
- Schedule inspections
- Maintain as-built plans reflecting all deviations from improvement drawings
- Submit a bond release request to the City Engineer
- No more than 90% of construction bond will be released prior to completion of construction

**Final Inspection**
- Address all punch list items
- Upon completion of punch list schedule a re-final

**Warranty Bond Release Request**
- After 1 year warranty period, submit a final bond release request to the City Engineer.
- A warranty inspection must be passed.

**Plat may be recorded**
- For commercial and multi-family site plans
- Recommends approval with conditions on site plan, including architecture and landscaping

*Date updated: 9/4/2014 8:21:00 AM*