

**City of Middleton
Submittal Review Procedure**

1. Types of Submittals:

Design Plat Submittals
Engineering Plat Submittals
Final Plat Submittals
Minor Subdivision Submittals
Site Plan Submittals
2. Every *new* submittal which requires Planning Commission approval will require a preliminary meeting with staff. Preliminary meetings will be scheduled at City Hall on the 1st and 3rd Mondays/Thursdays of each Month. The developer will have approximately 30 minutes allotted for a project. Staff will use a formal agenda based on the appropriate submittal checklist. Staff will inform the developer of the subsequent steps in the process and establish a calendar for the submittal process for the project. The Developer will be expected to meet all requirements of the Middleton Zoning Ordinance and Subdivision Regulations.
3. Staff will begin their review as soon as complete submittal packets are received, prepare recommendations, and provide opportunity for feedback within 5 working days. The developer will then have 5 working days to respond. Staff will amend their initial recommendations as justified. Complete submittal packets will be received for review for the upcoming Planning Commission meeting up to the 15th working day prior to the meeting.
4. Staff will verify all submittal packets for completeness ten working days preceding the planning committee meeting. If a submittal packet is complete (including final staff comments and final responses by the developer) per the checklist, it becomes a formal submittal and will be placed on the Planning Commission agenda. An incomplete packet will be held for inclusion in the next review cycle.
5. Staff will prepare the Planning Commission agenda and submittal books with staff recommendations and mail them five working days prior to the next PC meeting.