

Comprehensive Development Review Q & A

What is a Comprehensive Development Review?

The Comprehensive Development Review (CDR) process provides the opportunity for applicants to ask questions and get feedback on a proposed project from all public and private agencies involved in the development process in our community. One goal of the CDR process is to provide improved communication and coordination from the initial idea stage, through permitting, during construction, to final project completion.

What is a Site Development Plan?

A Site Development Plan contains specific construction details for the proposed development. A detailed checklist outlining all Site Development Plan requirements is available on our website.

When is it required?

A Site Development Plan must be submitted and approved for the following developments:

- Any new development, including additions, that disturbs one acre or greater.
- Any new development, including additions, that has any proposed or additional public improvements or infrastructure.
- Any new development that requires a Traffic Impact Study or Traffic Impact Study waiver per Section 3.1.4 of this ordinance.
- All PUD developments or uses.

What is the process for Site Development Plan approval?

Step 1 – Pre-CDR Meeting

An applicant seeking input regarding a propose development should request a pre-CDR meeting with the Planning Commission staff. This meeting will include representatives from public and private agencies in our community. Prior to the meeting, the applicant shall provide a Pre-CDR application with basic details about the development.

The CDR Committee is comprised of representatives from the following agencies:

- City-County Planning Commission
- City of Bowling Green
- Warren County
- Kentucky Transportation Cabinet (KYTC)
- Warren County Water District
- Warren RECC
- Bowling Green Municipal Utilities
- Atmos Energy
- AT&T
- NCTC
- Spectrum

Additional input may be provided from the following agencies at this or a later stage in the process.

- Volunteer Fire Departments
- City and County School Systems
- Other agencies as applicable



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Step #2 – Site Development Plan Application

The applicant will submit a Site Development Plan Application, a digital set of full sized plans at no less than 1 inch = 60 feet scale, a digital set of 11 x 17 plans with an appropriate scale, along with the \$225 fee to the Planning Commission on or before the deadline. Deadline schedules are available online or at the Planning Commission office. A meeting will be scheduled with the CDR Committee for review of the initial Site Development Plan submittal. All CDR Checklist elements must be fulfilled to schedule a CDR Committee Meeting.

Step #3 – Comprehensive Development Review Committee Review Period

The Planning Commission staff in cooperation with city and county staff along with appropriate sister agencies will review the plans to ensure that all regulations and requirements are satisfied. The staff will notify the applicant of any deficiencies, corrections, or if additional information is needed. Once any necessary corrections are made the development specialist will schedule a meeting for final Site Development Plan approval.

Step #4 – Site Development Plan Approval

A final review and verification of requirements will be completed by the CDR committee. The CDR committee may make a recommendation to the Planning Commission Staff for approval or approval with conditions at the request of any participating agency.

Step #5 – Public Review Period

Once the CDR committee has recommended approval of a site development plan to Planning Commission staff, the plan will be subject to a public review period as follows:

A public notice shall be advertised in the newspaper at the earliest date possible notifying the public of the site development plan approval.

The site development plan will be made available for public review for a period of five (5) days at the Planning Commission office.

During this public review period any citizen may make comments and/or request a public review and approval of a site development plan by the Planning Commission at one of their regularly scheduled meetings. Should no comments or requests be received, the site development plan shall be deemed approved along with any conditions requested by the CDR committee.

Step #6 – Issuance of Site Work Permit (Notice to Proceed)

After approval by the CDR Committee, the staff will create a site work permit. The Site Work Permit will be issued by the Neighborhood and Community Services Department (NCS) within the City of Bowling Green or the Public Works Department in all other areas of Warren County. An applicant may apply for a building permit after Step 3 is complete. The applicant is eligible to obtain a building permit once the site work permit is issued.

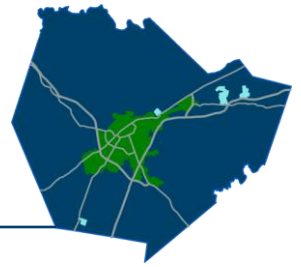
Step #7 – Compliance Inspection

Once construction has been completed a final compliance inspection shall be scheduled with the Planning Commission staff.

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Step #8 – Certificate of Completion

Upon verification of site compliance a Certificate of Completion will be issued to certify that the site adheres to the approved Site Development Plan.

How often are CDR Committee Meetings scheduled and what are the deadlines to apply?

CDR Committee Meetings are held weekly on Wednesdays at 8:30AM at the City-County Planning Commission, Upstairs Conference Room.

A completed Site Development Plan Application can be submitted at any time. A 14 day review period will commence to determine all regulations and requirements are satisfied.