

QUAD CITIES PLANNING and DEVELOPMENT

Representing the City of Jefferson

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To: Prospective Developers, Builders, and Consultants
From: Dale A. Hall, RLA, AICP, Director
Date: August 10, 2005
Re: Notification of Revised Plan Review Process for the City of Jefferson

As of August 1, 2005, all plan submittals, including all associated Land Development and Building Plans will only be submitted to the Quad Cities Planning & Development Department (P&D). P&D will forward plans to appropriate City Departments and Consultants for their review. This includes initial applications and any required resubmittals.

P&D will continue to accept plans on all normal work days except Fridays. Fridays will be utilized by P&D Staff to organize and dispatch plans received during the week to associated City Departments and Consultants. Plans submitted directly to City Departments and Consultants will NOT be accepted.

Comments from all City Departments will be available for developer pick up at P&D approximately thirteen (13) working days after the Plans are sent out for review by P&D (see 2005 Plan Review Schedule for further explanation).

DO NOT CONTACT P&D, CITY DEPARTMENTS OR CONSULTANTS TO CHECK ON PROGRESS OF REVIEWS OR AVAILABILITY OF COMMENTS PRIOR TO SCHEDULED PICK-UP DATE.

Please do not hesitate to contact the Quad Cities Planning & Development Department if you have any questions about this process.