



Site Plan Protocol for New Comments and Re-Review

The purpose of this protocol is to standardize the process for the issuance of new site plan review comments and re-review of a site plan to support consistent and timely reviews.

Applicability

This protocol applies when:

- There is a change in case management or departmental reviewer for a site plan in review.
- A new comment is added after the initial cycle of review.

Process for New Comments and Re-Review

1. Obtain the previous review comments and plans that are provided in AMANDA.
2. Confirm prior comments have been addressed.
3. New comments may be added if:
 - **High-priority or health and safety issues have been identified.**
Each reviewing department will provide a list of high-priority and/or health and safety issues that may result in additional comments.
 - **Major design changes from the previous submittal have been submitted with the update, including major design changes after clearance of previous comments related to design of the site.**
Applicant should provide a summary of changes to plans with each update provided.
4. If additional comments are to be provided that significantly impact design, the reviewer will notify and discuss them with their direct supervisor.