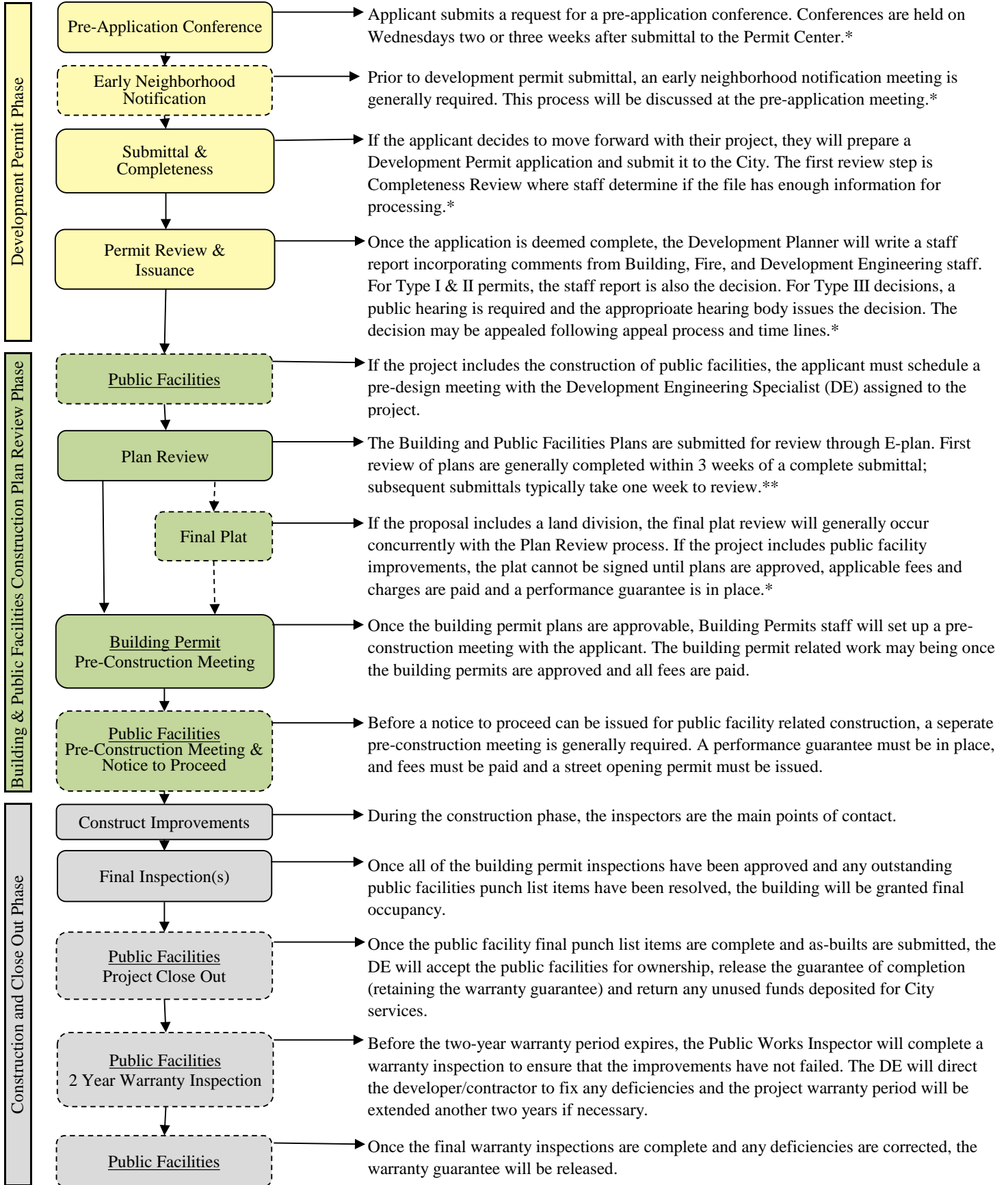# DEVELOPMENT PROCESS STEPS

The following flow chart is a general representation of the City of Gresham's development review process. Please be aware that this chart may not capture all of the individual steps that are associated with a specific development project.

Development Permit Phase

Pre-Application Conference
→ Applicant submits a request for a pre-application conference. Conferences are held on Wednesdays two or three weeks after submittal to the Permit Center.*

Early Neighborhood Notification
→ Prior to development permit submittal, an early neighborhood notification meeting is generally required. This process will be discussed at the pre-application meeting.*

Submittal & Completeness
→ If the applicant decides to move forward with their project, they will prepare a Development Permit application and submit it to the City. The first review step is Completeness Review where staff determine if the file has enough information for processing.*

Permit Review & Issuance
→ Once the application is deemed complete, the Development Planner will write a staff report incorporating comments from Building, Fire, and Development Engineering staff. For Type I & II permits, the staff report is also the decision. For Type III decisions, a public hearing is required and the approprioate hearing body issues the decision. The decision may be appealed following appeal process and time lines.*

Building & Public Facilities Construction Plan Review Phase

Public Facilities
→ If the project includes the construction of public facilities, the applicant must schedule a pre-design meeting with the Development Engineering Specialist (DE) assigned to the project.

Plan Review
→ The Building and Public Facilities Plans are submitted for review through E-plan. First review of plans are generally completed within 3 weeks of a complete submittal; subsequent submittals typically take one week to review.**

Final Plat
→ If the proposal includes a land division, the final plat review will generally occur concurrently with the Plan Review process. If the project includes public facility improvements, the plat cannot be signed until plans are approved, applicable fees and charges are paid and a performance guarantee is in place.*

Building Permit Pre-Construction Meeting
→ Once the building permit plans are approvable, Building Permits staff will set up a pre-construction meeting with the applicant. The building permit related work may being once the building permits are approved and all fees are paid.

Public Facilities Pre-Construction Meeting & Notice to Proceed
→ Before a notice to proceed can be issued for public facility related construction, a seperate pre-construction meeting is generally required. A performance guarantee must be in place, and fees must be paid and a street opening permit must be issued.

Construction and Close Out Phase

Construct Improvements
→ During the construction phase, the inspectors are the main points of contact.

Final Inspection(s)
→ Once all of the building permit inspections have been approved and any outstanding public facilities punch list items have been resolved, the building will be granted final occupancy.

Public Facilities Project Close Out
→ Once the public facility final punch list items are complete and as-builts are submitted, the DE will accept the public facilities for ownership, release the guarantee of completion (retaining the warranty guarantee) and return any unused funds deposited for City services.

Public Facilities 2 Year Warranty Inspection
→ Before the two-year warranty period expires, the Public Works Inspector will complete a warranty inspection to ensure that the improvements have not failed. The DE will direct the developer/contractor to fix any deficiencies and the project warranty period will be extended another two years if necessary.

Public Facilities
→ Once the final warranty inspections are complete and any deficiencies are corrected, the warranty guarantee will be released.

* More information about the Development Permit Process and time lines can be found at: https://greshamoregon.gov/Applications-and-Forms/
**More information about the Building and Public Facilities Construction plan review process may be found at: https://greshamoregon.gov/eplan/