

Development Review Team (DRT)

The City of Salina's DRT process saves time and money by working with project representatives to proactively identify opportunities and resolve problems cooperatively.

Our Approach

- The DRT meeting provides an opportunity to present a project or idea and receive feedback and guidance from City staff involved in permit plan review.

Our discussion will include all approvals, permits and plan submittals required for your project based on what is known at the time of your meeting.

Our Purpose

- To bring together all project stakeholders at one time, in one room, to ensure effective and efficient communication and to assist in preparing a complete application submittal to ensure the fastest review time and permit issuance.

★ CONTACT ★

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Do You Know...?

- **DRT meetings are a FREE service offered by the City!**
- The DRT includes City staff from every department involved in permit review.
- There are 2 DRT meeting options: Conceptual Presentation and Complete Development Presentation (see reverse for details).
- DRT meetings are held on Wednesday afternoons and may be scheduled as little as one week in advance.
- DRT meeting attendees receive summary notes of the discussion and a customized checklist to assist in completing an application submittal.
- The City of Salina strives for a **10 BUSINESS DAY** turnaround for initial review of plan submittals and a **5 BUSINESS DAY** turnaround for review of corrections submitted in response to initial plan review comments.



Are You Ready for DRT?

The Development Review Team (DRT) offers two meeting options:

- **Are you considering a change of use or new business in Salina?**
- **Are you in the preliminary stages of planning a project?**

OPTION #1: A Conceptual Presentation meeting is an opportunity to share an idea with City staff to determine whether the proposed use is permitted and to identify any potential red flags. A conceptual meeting is *not* intended to be an in-depth discussion about code requirements and does *not* involve advanced review of plans. However, to ensure your meeting is as productive as possible you are encouraged to provide a preliminary code footprint, site plan and floor plan. Plans do NOT need to be prepared by a design professional. A conceptual presentation meeting requires little advance notice; we will simply schedule the next available DRT meeting that works for you.

- **Do you have plans to submit for preliminary review?**
- **Are there specific code concerns you would like to discuss?**

OPTION #2: A Complete Development Presentation meeting serves as a pre-application meeting and provides an opportunity to submit architectural plans for review and comments in advance of a permit submittal. A complete development presentation meeting includes an in-depth discussion about specific code requirements. In order for this type of DRT meeting to be most beneficial, City staff requests that plan submittals be received a minimum of five full business days prior to the desired meeting date. Requested submittals include a code footprint, site plan, floor plan, and building elevations. The project team is encouraged to attend a complete development presentation meeting.

Our mission is to encourage and promote safe, quality development and construction in the city of Salina.

