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## CITY OF AZTEC

### Commercial Development Review Process

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- Step 1** Turn in Application and items from Commercial Development Checklist to the Planning Department.
- Step 2** The Planning Department will setup a meeting with all necessary Departments for review of development. The review will be conducted through a Plan App Review which occurs every Tuesday afternoon.
- Step 3** Developer will be contacted and if necessary a second meeting will be scheduled for answering questions or concerns regarding the proposed Commercial Development.
- Step 4** Once the Commercial Development has been approved, a Planning Application Permit will be issued which then allows the Developer to obtain a building/construction permit from the San Juan County Building Inspection office.