

## **Submission and Review Information for Special Use Permits, ZMA's, CPA's, and Zoning/Subdivision Text Amendments**

For decisions on all applications below: Staff makes a recommendation to the Planning Commission, which makes a recommendation to the Board of Supervisors. The Board of Supervisors makes the final decision on approval or denial. The Commission and the Board hold separate public hearings. When a public hearing is scheduled, it is advertised in the classified ad section of the Daily Progress roughly 3 weeks before the hearing and adjoining property owners are notified by mail.

**Special Use Permits & Zoning Map Amendments** – Special Use Permits (SP's) and Zoning Map Amendments (ZMA's) applications are accepted for review monthly on the fourth Monday of the month.\* The applications that are submitted with a with a concept plan shall fall under a 90-day review schedule for the Planning Commission. The applications without a concept plan are on a shorter schedule. In most instances, applications will be accompanied by a concept plan. Sixteen (16) copies of the plan should be submitted. Notification is provided to adjoining property owners within the first two weeks of acceptance of the application. If an application is complex or will have significant impacts, a worksession may be held before the public hearing.

**Comprehensive Plan Amendments (CPA's)** – Applications to amend the Comprehensive Plan are accepted for review twice a year, in March and September. Review of an application for a CPA generally falls under a 90-day schedule for review during which the staff reviews the request and prepares a report for the Planning Commission. The Planning Commission decides whether or not to consider the requested amendment and votes to either adopt a resolution of intent to amend the Comprehensive Plan or decides it will not make a recommendation to amend the Comprehensive Plan. Once a resolution of intent is adopted, a schedule is established for the staff to develop language and associated documents to recommend for adoption into the Comprehensive Plan. A series of worksessions is expected prior to a public hearing being set by the Planning

**Zoning Text Amendments (ZTA's) & Subdivision Text Amendments (STA's)** – Applications to amend the Zoning and Subdivision Ordinances are accepted four times a year. Review of a ZTA/STA application generally falls under a 90-day schedule for staff review and preparation of a report for the Planning Commission. The Planning Commission decides whether or not to consider the requested ZTA/STA and votes to either adopt a resolution of intent to amend the ordinance or votes to deny approval of the ZTA/STA. Once a resolution of intent is adopted, a schedule is established for the staff to develop ordinance language. A series of worksessions is expected prior to a public hearing being set by the Planning Commission.

\* Occasionally, the submittal date is different due to a holiday.