

Special Land Use Application Procedure

Applicant has initial (introductory) meeting w/ P.C.

Applicant submits application to Clerk with paid fee

Clerk sends Application to Z.A.

- Escrow fee account may be set up.

Zoning Administrator determines completeness of application, approves site plan.

Zoning Administrator sends Application with approved site plan to Clerk

Clerk submits application with approved site plan to Planning Commission within 7 days after receiving it from the Zoning Administrator.

Planning Commission approves site plan at their next scheduled meeting, may request modifications.

Planning Commission sets public hearing date for within 60 days.

Owners of properties within 300' are notified by letter and notice of the public hearing is published in the newspaper at least fifteen (15) days in advance of the public hearing.

Planning Commission acts on application after public hearing, usually the same day, but may postpone action to a separate meeting.