

CONDITIONAL USE PERMIT PROCESS

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| <p>Optional Pre-Application Meeting</p> | <ul style="list-style-type: none"> • Prior to submittal of an application, applicants are encouraged to meet with a Staff planner by email, phone, or in-person to discuss the application |
| <p>Application Submitted</p> | <ul style="list-style-type: none"> • Application submitted in-person at the Department of Planning and Community Development or via Accela • Deadline is the first business day of each month |
| <p>Application Review</p> | <ul style="list-style-type: none"> • Application assigned to a Staff planner and reviewed by City departments (Public Works, Public Utilities, Parks and Recreation, etc.) • Staff formulates a recommendation for Planning Commission's consideration |
| <p>Public Notice #1</p> | <ul style="list-style-type: none"> • Notification signs posted on the subject property by the applicant 30 days prior to the Planning Commission public hearing and remain posted through City Council public hearing • City mails notification letters to all adjacent property owners • City advertises the request in the Virginian-Pilot Beacon twice and on the City website |
| <p>Planning Commission Public Hearing</p> | <ul style="list-style-type: none"> • Application considered by Planning Commission at the public hearing • Planning Commission reviews Staff's recommendation • Members of the public have the opportunity to voice their opinions at the hearing • Planning Commission votes to recommend approval or denial of the application to the City Council |
| <p>Public Notice #2</p> | <ul style="list-style-type: none"> • Notification signs must remain posted on the subject property until the City Council public hearing • City mails notification letters to all adjacent property owners • City advertises the request in the Virginian-Pilot Beacon twice and on the City website |
| <p>City Council Public Hearing</p> | <ul style="list-style-type: none"> • Application is considered by the City Council at the public hearing • City Council reviews both Staff's and Planning Commission's recommendations • Members of the public have the opportunity to voice their opinions at the hearing • City Council approves, denies or defers the application |
| <p>Decision Letter</p> | <ul style="list-style-type: none"> • Results of the City Council decision are forwarded to the applicant, property owner and Decision Letter representative |