

COMPLETENESS

PUBLIC NOTICE

ACTION / DECISION

NEXT STEPS

Application Submittal
Applicant submits all required application materials and pays the application fee.

Completeness Review
Within 30 calendar days of application submittal, staff reviews the application for completeness.

Is the application complete?

YES

NO

Complete
Application is deemed complete.

Incomplete
Applicant must address incomplete comments and submit revisions.

10-Day Public Notice
All properties in a 300-foot radius of the property receive a notice in the mail regarding the project. The notice is also posted on the property. Any member of the public may submit written public comments or request a public hearing during the 10-day notice period.

Was a public hearing requested?

YES

NO

Schedule Public Hearing
Staff schedules public hearing.

Decision
Zoning Administrator approves or denies the project with Conditions of Approval.

Public Notice
Staff sends a notice to all properties in a 300-foot radius of the scheduled Zoning Administrator Hearing 10 days prior to the public hearing.

10-Day Appeal Period
Any member of the public may appeal the Zoning Administrator's decision up to 10 calendar days following the date of decision.

Zoning Administrator Hearing
Public hearing is held.

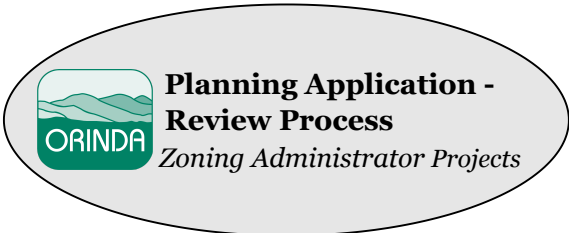
Is an appeal submitted?

NO

YES

Zoning Administrator decision is final.

Project appeal is scheduled for the Planning Commission.



Building Permits
If project is approved and a building permit is required, applicant submits construction drawings for approval.