



## Public Hearing Process - Planning Applications

Use this document to under the public hearing review process.

### Application Types

Table 702-1 of the Community Development Code (CDC) establishes review procedures for each application type. Where the Board of Adjustment, Planning Commission or City Council is designated as the decision maker, the public hearing review process summarized here applies. Public hearing review application types are listed below, organized by review timeline.

#### Two Week Review

- Conditional Use
- Easement Vacation

#### Three Week Review

- Major Adjustment
- TND Framework Plan
- Community Plan Amendment
- Zone Map Amendment

#### Four Week Review

- Annexation
- Appeal of Decision
- Conceptual Development Plan
- Conceptual Development Plan & Conditional Use
- Conceptual Development Plan & Conditional Use & Major Variance
- Conceptual Development Plan & Major Variance
- Development Plan – Public Hearing
- Development Plan– Public Hearing & Conditional Use
- Development Plan– Public Hearing & Conditional Use & Major Variance
- Development Plan– Public Hearing & Major Variance
- Planned Unit Development
- Preliminary Plat
- Preliminary Plat & Major Variance
- Preliminary Plat & Right-of-Way Vacation

### Procedures

Development applications are assigned a project manager and distributed to the City’s Development Review Team (DRT) within two business days of a complete submittal to the Planning and Community Development Department. Applications are assigned a review timeline based on the complexity of the project type, as listed above. The policy of the DRT is to provide all applicants with review comments within 30 calendar

days of application receipt, whenever possible. Concurrent applications will track with the application requiring the longest review timeline. The Planning Director may extend review timelines when application volume exceeds staff capacity.

For more information on policies and procedures, see the DRT Mission, Policies, and Procedures as well as CDC Article 7.

## Public Hearing Process Overview

The overview below is informational. Multiple submittals may be required. Public notice is only performed once.

