Appendix VII
Page 2

VII-1
Administration Appeals, Variance (except Watershed Protection Variances) and Interpretations

- Submission of Application and Fee to the Zoning Administrator
- Hearing Held by the Board of Adjustment
- Review and Decision By the Board of Adjustment

Disapproval
- Approval may be taken to Superior Court

Approval
- 4/5 vote required for approval of appeals and variances
- Conditions may be attached to variance
VII-2
Conditional Use Permits

Submission of Application, Site Plan, and Fee to the Zoning Administrator

Review by the TRC and Planning Staff and Recommendations to the Zoning Board of Adjustment

Recommendation for Disapproval
Applicant may appear within 30 days before the Board of Commissioners to request a Public Hearing

Decision by the Board of Commissioners to hold a Public Hearing
Disapproval Approval

Public Hearing held by the Zoning Board of Adjustment

Review and Decision by the Zoning Board of Adjustment

Disapproval
• Reasons for disapproval provided in writing

Approval
• Simple majority vote required
• Conditions and supplemental Requirements may be attached to Permit approval
Obtain Zoning and Building Permit

References:
Article 7. Conditional Uses
VIII-3.1
Major Subdivision Sketch Plan

Submission
of Plat to Planning Director 21
days prior to Planning Board Meeting

Review
by the TRC and recommendation to
the Planning Board at least 5 days
prior to Planning Board meeting

Review and Decision
by the Planning Board

Disapproval
Reasons for disapproval
provided in writing

Approval

Authorization for the developer
to proceed with preparation of
the preliminary plat

References:
Section 28-4: Major Subdivision Procedure
VII-3.2
Major Subdivision
Preliminary Plat with Approved Sketch Plan

Submission
to Planning Director 14 days
prior to TRC meeting

Review
by the TRC and recommendation
to the Planning Board

Review and Discussion
by the Planning Board

Disapproval
Reasons for disapproval
provided in writing

Approval

Authorization for the developer
to proceed with construction of
required improvements and
preparation of the final plat

References:
Section 28-4: Major Subdivision Procedure
VII-3.3
Major Subdivision
Preliminary Plat without Approved Sketch Plan

Submission
of Plat to Planning Director 21 days
prior to Planning Board meeting

Review
by the TRC and recommendation
to the Planning Board at least 5 days
prior to Planning Board meeting

Review and Decision
by the Planning Board

Disapproval
Reasons of disapproval
provided in writing

Approval

Authorization for the developer
to proceed with construction of
requirement improvements and
preparation of the final plat

References:
Section 28-4: Major Subdivision Procedure
VII-3.4
Major Subdivision Final Plat

Installation of required improvements by developer

Submission of final plat to Planning Director

Review and Decision by the Planning Director

Disapproval
Reasons of disapproval provided in writing

Approval

Recording of the approved plat within 60 days

References:
Section 28-4: Major Subdivision Procedure
Minor Subdivision

Submission of Plat and Fee to Planning Director

Review by the Planning Director

Decision by the Planning Director within 10 days

Disapproval
- Reasons of disapproval provided in writing
- Applicant can appeal by referring application to the major review process

Approval

Recording of the approved plat within 30 days

References:
Section 28-3: Minor Subdivision Procedure
Special Use Permits

- Submission of application, site plan, and fee to the Zoning Administrator
- Review by the Planning Board and recommendation to the Board of Commissioners
- Public Hearing held by the Board of Commissioners
- Review and Decision by the Board of Commissioners
  - Disapproval
    * Reasons for disapproval provided in writing
    * Appeal may be taken to Superior Court
  - Approval
    * 4/5 vote required
    * Conditions and supplemental requirements may be attached to permit approval

References:
Article 9. Special Uses
Section 3-3: Permit Applications and Plans
References:
Article 26. Administrative Mechanisms
Submission of Application, Plot or Site Plan (if applicable), and Fee to the Zoning Administrator

Review and Decision by the Zoning Administrator

Disapproval

Approval

Appeal may be taken to the Board of Adjustment

References:
Section 17-2: Sign Permit
Section 3-3: Permit Applications and Plans
Section 3-2: Permit Exemptions