

VARIANCE & CONDITIONAL USE APPLICATION PROCESS

| Application Submittal | Community Planner reviews application to ensure it is complete. If complete, Planning Technician creates a file and prepares documents for circulation. | 2 weeks |
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| Commenting Period | Planning Technician circulates the application and supporting documents to commenting agencies and documents all replies. | 2 weeks |
| Public Hearing Notification Period | • If there are no concerns that need to be addressed prior to scheduling the public hearing, the Planning Technician proceeds with the Public Hearing Notification Process. | 2 ½ weeks |
| Appeal Timeframe | • The applicant and anyone who made representation at the Public Hearing has an opportunity to appeal the Planning Commission's decision. | 2 weeks |

Total time = $6 \frac{1}{2}$ weeks (plus a 2 week appeal period)

^{**}The timeline indicated above is a best-case scenario. If the application package submitted is incomplete or if concerns are raised by commenting agencies, additional time will be required in order to address those issues.