

## **VARIANCE & CONDITIONAL USE APPLICATION PROCESS**

Application Submittal	<ul> <li>Community Planner reviews application to ensure it is complete.</li> <li>If complete, Planning Technician creates a file and prepares documents for circulation.</li> </ul>	2 weeks
Commenting Period	<ul> <li>Planning Technician circulates the application and supporting documents to commenting agencies and documents all replies.</li> </ul>	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 = 8 ½ weeks (plus a 2 week appeal period)

<sup>\*\*</sup>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.