Applicant submits application and pays required fees

Incomplete Application

Application Complete

Start

2 Weeks

Project Planner conducts departmental review and discusses with applicant

4 Weeks

Project Planner sets date of public hearing; Notices of Public Hearing sent out at least 14 days before hearing

5 Weeks

Project Planner writes Findings and Conditions of Approval; discusses with applicant and inquiring members of the public

Changes/corrections requested of Applicant
Hearing: Zoning Administrator Decision

- Action appealed to City Planning Commission within 10-day Appeal Period
  - Additional Notice of Public Hearing
    - Planner writes Staff

- Action: Approve or Deny Project
  - Planning Commission Decision
    - Action: Sustain or Overturn ZA Decision
      - Continuance to Future Hearing

Project Planner and Zoning Administrator Issue Notice of Final Action after 10-day appeal period

- Continuance to Future Hearing Adds Minimum of 2 Weeks
- 7 Weeks
- 60-day Time Frame
- 9 Weeks Without Continuance or Appeal
- At Least 15 Weeks With

Note: No further appeals