

Applicant Zoning Division Staff

County Agencies

Decision Making Bodies

Timing (Approximate)

Notes:

- It is mandatory for applicants to meet with staff prior to the official submittal of the zoning applications listed in ULDC Table 2.A.5, PAC and PAA; to identify issues related to the proposed request(s) and to ensure the requests are in compliance with the applicable Comprehensive Plan and Unified Land Development Code (ULDC);
- 2) PAAs are encouraged for all other applications types;
- 3) DRO Concurrent Review may be submitted without the mandatory PAC if submitting without questions, submit Form #112 for zoning approval at least 1-2 weeks prior to application submittal;
- 4) Public Hearing (PH) and Full DRO applications appointments may include other County Agencies if requested or if applicable. PAA Applicant submits Form #94 to Zoning Staff (AR or CD) to request an appointment; Refer to PAC Calendar for Applicant submits Form #1 along with all submittal dates supporting documents PAC - Without Questions Submit Forms #1 and #112 (DRO Concurrent Review Applications only, submit by email no appointment necessary) Allow Staff processes the 1-2 weeks as request accordingly, and appointment Schedules Appointment, if is scheduled applicable based on availability **PAA PAC** Applicant attends appointment, Applicant attends appointment to discuss and review conceptual Plan and proposed request Attend as receives ULDC standards and requirements and proceeds as (IRO, PRA, and DRO Concurrent Review scheduled discussed Applications) Staff Completes Form #94 with ULDC Standards discussed, uploads it to ePZB and provides a copy to the Applicant Within 5 calendar PAC without questions - Form #112 days is signed, expiration dates entered; staff uploads the form in ePZB and emails copy to applicant to be included with the DRO Concurrent Review Application 10 PAC Result Letter issued, calendar (valid for 6 months) days

Proceed to Submittal and Sufficiency Process
(Click here to review the Flowchart)