

DEPARTMENT OF PERMITS APPROVALS AND INSPECTIONS
DEVELOPMENT MANAGEMENT



DEVELOPMENT PLAN TIMELINE

Approximately sixty (60) days

LEGISLATIVE MANDATE

Must be accepted for filing within twelve (12) months of last CIM

ACTIVITY

DEVELOPMENT PLAN CHECKPRINT

Purpose: Two (2) copies of a development plan checkprint must be submitted for PAI to review the plan for general conformance with the Concept Plan presented at the CIM.

Accepted for filing is interpreted as the day the development plan is accepted by PAI and the development plan fee is paid in full.

Within fifteen (15) days of receipt of the Development Plan

DEVELOPMENT PLAN

To be accepted for distribution for review by agencies

Held between twenty-one (21) and thirty (30) days after the plan has been accepted for filing and posted

SCHEDULE OF HEARING

At least twenty (20) working days before the Hearing

POSTING FOR DEVELOPMENT PLAN HEARING

Purpose: To advise public of the date, time and place of the Hearing

Fifteen (15) days prior to the Hearing

ADVERTISEMENT OF HEARING

Purpose: To advertise notice of zoning actions only, such as special exceptions, variances, etc.

At least ten (10) working days prior to the Hearing

DEVELOPMENT PLAN CONFERENCE

Notice of the conference shall be posted in the County Office Building. Written notice shall be sent to all known parties.

Purpose: To resolve any conflict between agency comments or resolve comments raised by any party at the CIM.

At least five (5) working days prior to the Hearing

Agency comments, responses, compatibility recommendations, critical area findings shall be submitted in writing to the Administrative Law Judge.

Held in accordance with above schedule

HEARING

If the development plan requires a special hearing, special exception, or variance of the zoning regulations, the applicant may request a combined public hearing for zoning and development plan approval.

Within fifteen (15) days of Hearing

FINAL ACTION: ADMINISTRATIVE LAW JUDGE

The Administrative Law Judge must make a decision on the development plan within fifteen (15) days of the hearing or the plan is deemed to be approved as submitted.

Within five (5) working days final action

PLAN APPROVED BY THE ADMINISTRATIVE LAW JUDGE FORWARDED TO COUNTY AGENCIES -

Copies of the approved plan, with the Admin. Law Judge order affixed, must be sealed and certified to be in accordance with the order and all agency comments.

Within thirty (30) days of final action

APPEALS -

Any aggrieved party may file any appeal with the Board of Appeals/Administrative Law Judge office within 30 days of final action.

Within ten (10) days of Notice of Appeal

Person filing appeal shall file a petition with the Board of Appeals/Administrative Law Judge setting forth grounds of appeal.

Not less than forty-five (45) days and no More than sixty (60) days from final action

BOARD OF APPEALS HEARING

Unless extended, approved plans are valid for a period of four (4) years from date of final action. *

Four (4) years from final action

*See County Council Bill No. 58-09