

# Land Use Application Process

Pre-application meeting is scheduled with development services staff. Issues & Next steps are identified. Application form(s) is/are provided.

Complete Application & payment is submitted 20 business days prior to the Planning Commission Meeting

Public Noticing is handled by the City

Departmental Review: Comments & feedback gathered

Staff report providing a recommendation to the Planning Commission is sent out to the Planning Commissions along with the remainder

Applicant contacted & provided with Planning Commission meeting agenda & copy of staff report. Applicant should discuss any issues with staff prior to the Planning Commission meeting

Planning Commission Meeting\*  
2<sup>nd</sup> Tuesday of the Month at 5:30 p.m. within the Council Chambers at City Hall

**If Application is for a Variance, Special/Conditional Use Permit**

Denied by Planning Commission

OR

Approved or Approved with Conditions by Planning Commission.

Denial May be Appealed to City Council for consideration

**If Application is for a Vacate, Zone Change, Annexation\*, PUD, or Platting/Subdivision**

City Council Work Session (1:30 p.m. one week prior to scheduled meeting) Attendance not mandatory. Application is introduced to Council by Staff.

Planning Commission Recommends Approval, Denial, or Approval with Conditions to the City Council

City Council Considers Application with Commission's Recommendation. (7:00 p.m., Council Chambers 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the Month).

If the application is a Vacate, Zone Change, Annexation\*, or a PUD, there is a second City Council hearing, if the application was approved on first reading.

If the application is a Plat/Subdivision, the vote to approve, deny, or approve with conditions is determined at one meeting.

If Approved, a City Ordinance is adopted.

\*For Annexations in regard to the Planning Commission Meeting: There is an initial City Council Meeting for Findings of Substantial Compliance. If Council finds there to be Substantial Compliance, the application proceeds to the Planning Commission step in the process.