Pre-Application meeting with staff the week before the deadline.

Completed Application and fees are turned in by the deadline.

Staff reviews application and makes reccommendation. The review is available five days prior to the Planning Commission meeting. Legal notice via the local newspaper and a sign to be placed by the applicant is required 15 days prior to the Planning Commission meeting.

Planning Commission meets and decides on a reccommendation for the Board of Commissioners following the public hearing.

The Board of Commissioners vote on the item at their monthly voting session.

NOTE: An applicant can withdraw an application with a written notification. A refund will only be issued if the application is withdrawn prior to the placement of the legal notice in the newspaper.

NOTE: No application/re-application affecting the same land shall be acted upon within 12 months from the date of the last action of the BOC, unless waived by the BOC. A request for waiver of the 12 months must be sent to the Planning and Development Department. In no case shall an application/reapplication affecting the same land shall be acted upon within 6 months from the date of the last action of the BOC.