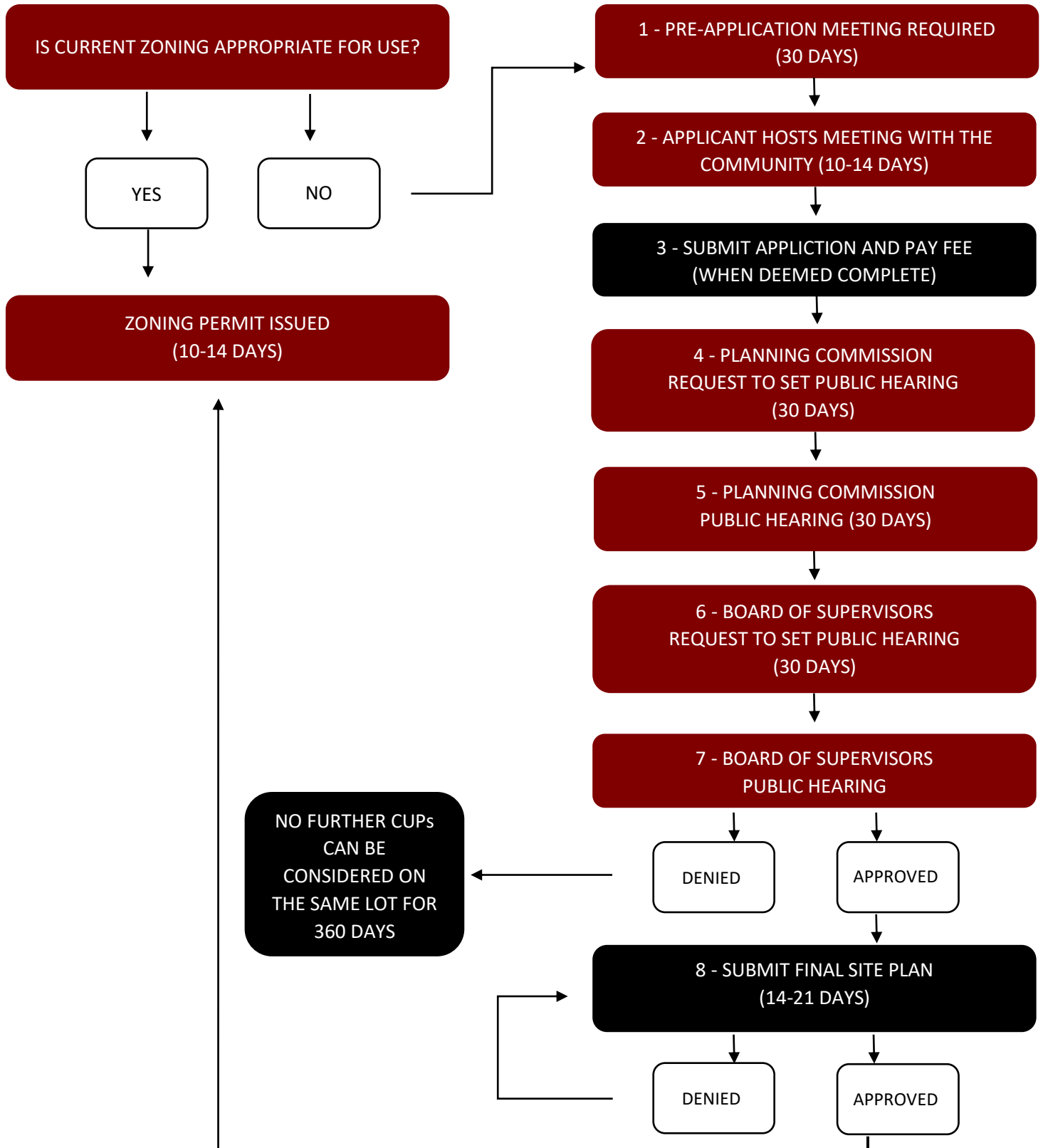




Conditional Use Permit Process Flow Chart

Cumberland County Code Sec. 74-12 and 74-671 through 74-677



Conditional Use Permit

Cumberland County Code Sec. 74-701 and 74-702

Conditional Use Permits allow the Planning Commission and Board of Supervisors to consider certain uses within the context of the surrounding land uses, with particular focus on affects to adjacnet properties. Code Section 74-702 includes guidlines to be be used when evaluating a request for a Conditional Use Permit.

1 - Pre-Application Meeting

- Prior to application submittal, the applicant should schedule a pre-application meeitng to discuss the propsed project with Planning staff. This meeting will allow Planning staff to discuss potential issues with the applicant.
- This meeting shall occur prior to the applicant hosted community meeting.

2 - Community Meeting

- If requested by the Zoning Administrator, the applicant shall schedule a community meeting to introduce the project to the community.
- The applicant shall send a meeting invitation via mail to all adjacent property owners.
- A record of the mailing list, list of meeting attendees, and all comments received during the meeting shall be kept by the applicant.
- This meeting is required prior to application submittal.

3 - Application Submittal

- The Conditional Use Permit application should include the application form and the following as needed: a detailed project description with specific responses to the standards in County Code Section 74-702, a copy of the community meeting documentation (listed above), previous conditions of approval, and project site plan. The Zoning Administrator may request additional information as needed.
- Planning staff will review the application materials against the requirements in Code Sec. 74-702 and any sections applicable to the affected zone.
- Planning staff will notify the applicant of any outstanding items. Once all items have been addressed the application can be deemed complete.

4 - Planning Commission Meeting

- Once the application is deemed complete, the Zoning Administrator will schedule the project for a Planning Commission meeting and request that the Planning Commission schedule the project for a Public Hearing. Planning Commission meetings are heald monthly; therefore, the Public Hearing will be set for the following month.
- Notice of the Planning Commission Meeting is required 14 days in advance of the meeting. Applications deemed complete after the meeting notice deadline will be scheduled for the following meeting.



5 - Planning
Commission Public
Hearing

- To occur one month at the earliest from the Planning Commission Meeting (see previous step).
- Planning staff will send hearing notices to all adjacent property owners five days in advance of the hearing.
- Planning staff will present the project to the Planning Commission. The Planning Commission will make a recommendation of approval or denial and forward that recommendation to the Board of Supervisors.

6 - Board of
Supervisors
Meeting

- Zoning Administrator will schedule the project for a Board of Supervisors meeting and request that the Board schedule the project for a Public Hearing. Board meetings are held monthly; therefore, the Public Hearing will be set for the following month.

7 - Board of
Supervisors Public
Hearing

- To occur one month from the Board Meeting (see previous step), the Board Hearing agenda materials are due to the Clerk of the Board on the Thursday prior to the hearing.
- Planning staff will send hearing notices to all adjacent property owners five days in advance of the hearing.
- The Board of Supervisors will approve or deny the request.
- Planning staff will issue an Action Letter with any conditions of approval to the applicant with the determination.

8 - Implementation

- Final Site Plan Approval: Applicant submits final site plan to the Zoning Administrator. The final site plan shall show updated details consistent with approved conditions.
- Zoning Permit: A Zoning Permit must be approved by the Zoning Administrator before Building Permits can be issued.

