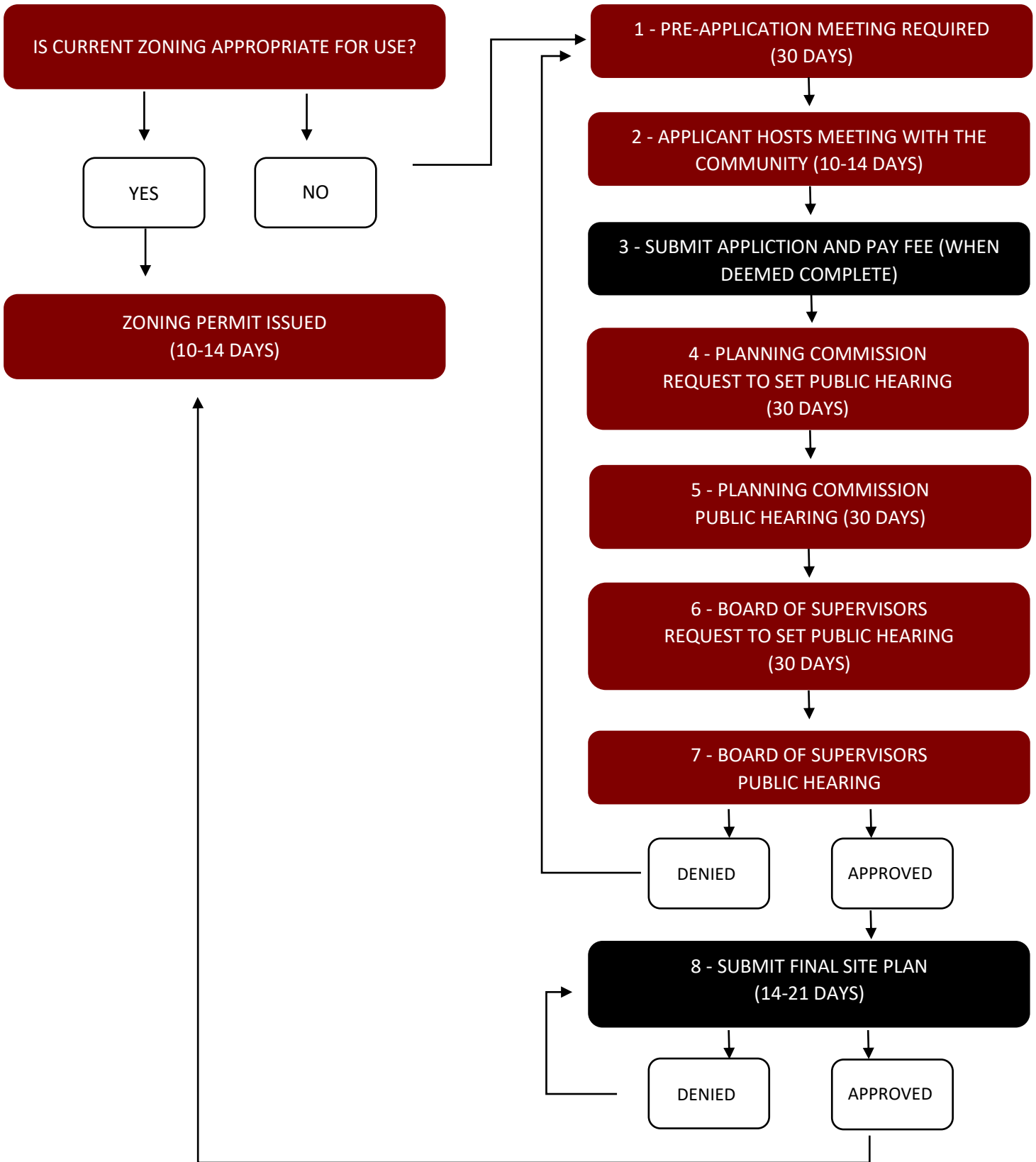




# Rezone / Conditional Zoning Process Flow Chart

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



# Rezone/Conditional Zoning

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

The Board of Supervisors may by ordinance amend, supplement, or change the regulation, district boundaries, or classification of a property. Any such amendment must include a statement as to the public necessity, convenience, general welfare, or good zoning practice that requires the zoning change (Code Sec. 74-12 and Sec. 74-7).

Said requests are subject to the requirements detailed in Sec. 74-671 -74-677.

## 1 - Pre-Application Meeting

- Prior to application submittal, the applicant should schedule a pre-application meeting to discuss the proposed 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

- Prior to application submittal, 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 rezone application should include the application form and the following as needed: a detailed project description that includes a statement of necessity for the rezone (Code Sec. 74.12(4)), a copy of the community meeting documentation (listed above), proffered conditions of approval, previous zoning conditions of approval, project description and/or site plan, Traffic Impact Analysis or Traffic Impact Statement, and proposed Zoning Ordinance amendments.
- Planning staff will review the application materials against the requirements in Code Sec. 74-671 through 74-677 and any sections required by requested 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 held 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.

