

## Conditional Use Permit Process

### Optional Pre-Application Meeting

- Prior to submittal of an application, applicants are encouraged to meet with a Staff planner by email, phone, or in-person to discuss the application

### Application Submitted

- Application submitted in-person at the Department of Planning and Community Development or via Accela
- Deadline is the first business day of each month

### Application Review

- Application assigned to a Staff planner and reviewed by City departments (Public Works, Public Utilities, Parks and Recreation, etc.)
- Staff formulates a recommendation for Planning Commission's consideration

### Public Notice #1

- Notification signs posted on the subject property by the applicant 30 days prior to the Planning Commission public hearing and remain posted through City Council public hearing
- City mails notification letters to all adjacent property owners
- City advertises the request in the Virginian-Pilot Beacon twice and on the City website

### Planning Commission Public Hearing

- Application considered by Planning Commission at the public hearing
- Planning Commission reviews Staff's recommendation
- Members of the public have the opportunity to voice their opinions at the hearing
- Planning Commission votes to recommend approval or denial of the application to the City Council

### Public Notice #2

- Notification signs must remain posted on the subject property until the City Council public hearing
- City mails notification letters to all adjacent property owners
- City advertises the request in the Virginian-Pilot Beacon twice and on the City website

### City Council Public Hearing

- Application is considered by the City Council at the public hearing
- City Council reviews both Staff's and Planning Commission's recommendations
- Members of the public have the opportunity to voice their opinions at the hearing
- City Council approves, denies or defers the application

### Decision Letter

- Results of the City Council decision are forwarded to the applicant, property owner and Decision Letter representative