

**ARTICLE X – SUMMARY
 RULES PERTAINING TO SPECIAL PERMIT &
 SITE PLAN APPROVAL PETITIONS**

<p>Section 1: Contents of Applications for Special Permits or Site Plan Approvals</p>	<ul style="list-style-type: none"> • Applications shall contain information required by Sec.30-23 and 30-24. • Director¹ has discretion to waive landscape plan requirement. • Director has authority to require more information where project raises significant questions and in order to assess neighborhood impacts². • Director develops guidelines to be used in determining projects that require additional information, in consultation with Land Use Committee.
<p>Section 2: Preapplication information, scoping and review.</p>	<ul style="list-style-type: none"> • Director prepares checklist form to help applicants understand information required for filing. • Applicant meets with PDD³ staff to complete checklist. • PDD schedules pre-zoning determination meeting with applicant. Other relevant City staff attend.
<p>Section 3: Determination of what zoning relief is required.</p>	<ul style="list-style-type: none"> • Applicant submits plans and other information to CZCO⁴. • CZCO makes written zoning determination within 45 days. • CZCO determines whether plans and information are incomplete within 21 days. • Director determines whether project is “Major” and subject to Section 5. Director develops criteria in consultation with Land Use Committee. • CZCO transmits written zoning determination and Director’s determination for additional information.
<p>Section 4: Pre-filing Review of Applications for Completeness</p>	<ul style="list-style-type: none"> • Director determines completeness of application and supporting materials. Director does not consider the adequacy of information submitted at this time. Completed application to include written zoning determination. • City Clerk shall not accept application unless stamped by Director as complete. • City Clerk shall accept application if Director has not completed review within 10 days. • Director shall advise Land Use Committee of any inadequacies still outstanding at time of public hearing. • Land Use Committee may continue public hearing to receive supplemental information.
<p>Section 5: Time Restrictions for Filing Special Permits/Site Plan Projects for Major Projects.</p>	<ul style="list-style-type: none"> • Applications for Major projects shall not be accepted for filing from June 1 to July 20 in any year and after the second Tuesday after the first Monday on September through November 15 during the last year of any BOA⁵ term. • Time restriction may be suspended by the Board.

¹ Director of Planning and Development

² The Land Use Committee may also ask for more information during its review of the petition.

³ Planning and Development Department

⁴ Chief Zoning Code Official

⁵ Board of Aldermen