

EXHIBIT A

Approval Process	Review and Approval Authority			Notice				
	Source	ZBA	P&Z	CC	Application Notice	Published Notice	Personal Notice	Posted Notice
Site Plan			A			N	N	N
Minor or Amending Plat			A			N	N	N
Public Improvement Plans			A			N	N	N
Drainage Plan			A			N	N	N
Building Permits			A			N	N	N
Floodplain Permit			A			N	N	N
Neighborhood Regulating Plan			A R	D		N	N Y	N
Warrant			A R	A D		N	N Y	N
Administrative Adjustment			A			N	N	N

Within 500 feet
Within 500 feet

Legend

Action		Meeting Type		Committees			
R	Review/ Recommend	PM	Public Meeting	BOA	Board of Adjustments	Y	Required
D	Decision	PM*	May Require Initial Authorization	P&Z	Planning & Zoning Commission	N	Not Required
A	Appeal	PH	Public Hearing	CC	City Council		

TABLE 1.4.001A DEVELOPMENT APPLICATION APPROVAL PROCESS

Approval Process	Review and Approval Authority			Notice				
	Source	ZBA	P&Z	CC	Application Notice	Published Notice	Personal Notice	Posted Notice
Legislative								
Comprehensive Plan Map Amendment			R/PH/PM	D/PH/PH/PM	Y	Y	Y N	Y
B ³ Text Amendment			R/PH	D/PH/PM	Y	Y	N	N
Zoning Concept Scheme			R/PH	D/PH/PM*	Y	Y	Y	Y
Place Type Zoning Map Amendments			R/PH	D/PH/PM*	Y	Y	Y	Y
Preliminary Plat			D/PM			N	N Y	N
Final Plat			D/PM			N	N Y	N
Residential Replat			D/PH			Y	Y	Y
Change in status of nonconforming uses or structures			D/PH			N	Y	N
Variance	D/PH					N	Y	N
Administrative								

- social media
- workshops

Within 500 feet
Within 300 feet

TABLE 1.4.001B NOTIFICATION REQUIREMENTS

	Published Notice	Personal Notice	Posted Notice
Notification Location	Newspaper	United States Mail	Subject Property
Time Before Set Hearing	15 days	A. General: 10 days B. Comprehensive Plan or Place Type Zoning change: 10 days	A. General: 10 days B. Comprehensive Plan or Place Type Zoning change: 10 days
Include in Notice	A. Date, time, and location of hearing; B. Purpose of the hearing; and C. Identification of the subject property if the decision concerns an individual tract or parcel of land.	A. Name of the applicant; B. Date time, and location of the hearing; C. Purpose of the hearing; D. Identification of the subject property; and, E. The name of the appellant if an appeal.	A. Purpose of the request; and B. All public hearing dates.
Notification Instructions	Planning & Development Department will be responsible for posting the notice in the newspaper of general circulation.	A. Each owner of real property located within two hundred (200) feet of the exterior boundary of the property in question and any other persons deemed by the Lead Officer or decision-maker to be affected by this application; B. The applicant and/or property owner; and C. The appellant if an appeal.	A. Minimum 2'x2' sign placed on the street frontage in visible unobstructed location. B. Utilize a minimum 6" lettering. C. Shall stay in place until final action is taken or request is withdrawn