



Department of Growth Management Customer Service Center Application Process Table

		Pre-Application		Review Bodies									Public Hearing Notice				Permit		
Application Type	Applicable Code Reference	Pre-Application Meeting	Application Check-In Meeting	UDO Administrator	Development Review Committee	Building Official	Historic Preservation Commission	Historic Preservation Review Committee	Planning Commission	Board of Zoning Appeals	Negotiating Committee	Town Council	Planning Commission Workshop	Public Hearing Newspaper Posting	Posting of Property	Certified Mailing to Adjacent Property Owners	Approval Expiration	Application Fee ⁶	Standard Review Time Initial Submittal
Legislative/Quasi-Judicial	Annexation																		
	100% Petition ²	■	■	■					■		■	♦	■	■	■	■	N/A	\$500	20 Business Days
	75% Petition ²	■	■	■					■		■	♦	■	■	■	■	N/A	\$650	20 Business Days
	25% Petition ²	■	■	■					■		■	♦	■	■	■	■	N/A	\$650	20 Business Days
	Development Agreement ²	■	■	■					■		■	♦	■	■	■	■	Varies	\$2,000	20 Business Days
	Transfer of Development Rights ^{1, 2}	■	■	■					■		■	♦	■	■	■	■	N/A	\$1,000	20 Business Days
	Comprehensive Plan Amendment ²	■	■	■					■		■	♦	■	■	■	■	N/A	\$500	30 Business Days
	Zoning Map Amendment ²	■	■	■					■		■	♦	■	■	■	■	N/A	\$500	30 Business Days
	UDO Text Amendment ²	■	■	■					■		■	♦	■	■	■	■	N/A	\$500	30 Business Days
	Special Exception ³	■	■	■					■	♦	■		■	■	■	■	2 yrs	\$250	20 Business Days
Land Development	Variance ³	■	■	■					■	♦	■		■	■	■	■	2 yrs	\$250	20 Business Days
	Planned Unit Development (PUD)																		
	Concept Plan ²	■	■	■	■				■			♦	■	■			N/A	\$500	20 Business Days
	Initial Master Plan ¹	■	■	■	■				■			♦	■	■			5 yrs	\$500	20 Business Days
	Master Plan Amendment - Major	■	■	■	■				■			♦	■	■			5 yrs	\$250	20 Business Days
	Master Plan Amendment - Minor	■	■	♦	■								■	■			5 yrs	\$250	20 Business Days
	Development Plan ¹																		
	Preliminary ⁷	■	■	■	■				♦								2 yrs	\$500	20 Business Days
	Final		■	♦	■												2 yrs	\$1,000	20 Business Days
	Subdivision Plan ¹																		
	General ⁷	■	■	♦	■												2 yrs	\$100.00 + \$10/lot	20 Business Days
	Historic District ⁷	■	■	♦	■												2 yrs	\$100.00 + \$10/lot	20 Business Days
	Exempt Plat			♦													2 yrs	\$25	1 Business Day
	Development Surety		■	♦													1 yr	\$100	5 Business Days
	Certificate of Construction Compliance		■	♦													N/A	\$50	10 Business Days
	New Street Name			■	■				♦								N/A	\$0	10 Business Days
	Street Renaming ⁴	■	■	■	■				♦					■		■	N/A	\$250	10 Business Days
	Addressing			♦													N/A	\$0	1 Business Day
	Certificate of Appropriateness																		
	Highway Corridor Overlay District	■	■	■	■					♦							2 yrs	\$500	20 Business Days
	Historic District	■	■	■	■			♦	■								2 yrs	\$100	15 Business Days
	Historic District - Demolition ⁵	■	■	■	■			♦	■					■	■		2 yrs	\$250	20 Business Days
	Site Feature - Historic District			♦													2 yrs	\$25	1 Business Day
	Zoning Permit			♦													1 yr	\$25	1 Business Day
	Sign			♦													2 yrs	\$25	1 Business Day
	Tree Removal			♦													2 yrs	\$25	5 Business Days
	Silviculture		■	♦	■												1 yr	\$1,500	10 Business Days
	Public Project			♦	■			■									2 yrs	\$0	10 Business Days
	Designation of Contributing Structure ⁵	■	■	■				■				♦		■	■		N/A	\$250	10 Business Days
	Building Permit																Varies	Varies	15 Business Days
Legend: ■ Required ♦ Final Approval Authority		Notes: ¹ Application may qualify for Sustainable Development Incentives as described in Article 6. ² A Public Hearing shall be held by both Planning Commission and Town Council. ³ A Public Hearing shall be held by Board of Zoning Appeals. ⁴ A Public Hearing shall be held by Planning Commission. ⁵ A Public Hearing shall be held by Historic Preservation Commission. ⁶ For Complete List of Applications and Fees, Refer to the Adopted Applications Manual ⁷ Application may be subject to Planning Commission approval.																	