

## INFO FOR CUP/REZONE/VARIANCES

- There are **TWO** meetings (three for rezones): Planning Commission and Board of Adjustments
- You should take the time to read the county ordinance to make sure you have submitted the proper documentation for what you are requesting. It is your application. So to make sure you are prepared it's always good to read the ordinance so the commissioners are informed fully

### Planning Commission

- This is the first meeting and is held once a month on the second Tuesday of the month.
- You will get an email approximately 15 days prior to the meeting with a notification letter that will HAVE to be mailed 10 days prior to the meeting. The date on the letter indicates the date the letter has to be mailed by. **CHECK YOUR SPAM FOLDER WHEN IT NEARS THE 15 DAYS NO REMINDER EMAIL WILL BE SENT AND IF THE LETTERS ARE NOT MAILED YOU CANNOT ATTEND THE MEETING.**
- You will receive a list of addresses that the letters have to be mailed to.
- Only the notification letter has to be mailed to those on the address list.
- You will also receive an affidavit of mailing which you sign and have notarized. This states the date you mailed the letters.
- The planning commission is a recommendation commission. You HAVE to be in attendance at the meeting. They will do "fact finding" by asking several questions of you. If you would like a copy of what some of those questions could be, let me know.
- NOTIFICATION SIGN: has to be placed on the property at the entrance of the property 7 days prior to the meeting.
- Night of the meeting. Arrive in time for your agenda item. A motion will be made by the commission after you have spoken, public comments and discussion amongst the commission. You may then leave the meeting. This is their recommendation, either yag or nay, for the Board of Adjustment meeting.

### Board of Adjustment (County Commission if a rezone)

- This is the final meeting and is held twice a month on the first and third Tuesday of the month.
- You will get an email approximately 15 days prior to the meeting with a notification letter that will HAVE to be mailed 10 days prior to the meeting. The date on the letter indicates the date the letter has to be mailed by. **CHECK YOUR SPAM FOLDER WHEN IT NEARS THE DATE NO REMINDER EMAIL WILL BE SENT AND IF THE LETTERS ARE NOT MAILED YOU CANNOT ATTEND THE MEETING.**
- You will receive a list of addresses that the letters have to be mailed to.
- Only the notification letter has to be mailed to those on the address list.
- You will also receive an affidavit of mailing which you sign and have notarized. This states the date you mailed the letters.
- You HAVE to be in attendance at the meeting.
- Night of the meeting. Arrive in time for your agenda item. This is the final meeting and you will know if your item passed or failed.

### REZONES

- Please note for Rezones that there are **THREE** meetings, the two listed above and an additional meeting with the County Commission.
- You are just required to appear at this meeting, the letters were already sent before the previous meeting so nothing additional is required of you.
- The second meeting is where they make their determination.
- If they pass the rezone request, it then is noticed in the paper twice and a 20 day wait period begins.
- If the request is not referred to a vote, the rezone is approved and the zoning map will be changed to indicate the new zoning district.