

Unified Development Ordinance (UDO) Excerpts Development Approval Process Flowcharts

A primary objective of this initial UDO is to clarify the County's existing regulations and create a cohesive document that is more understandable than that which presently exists under multiple covers.

With this objective in mind, attached are flowcharts in the draft UDO to help illustrate the County's existing development approval processes. Although the scope of this initial UDO does not include changing existing approval processes, it does include improving ordinance clarity and the language/graphics used to explain and convey processes. Attached are excerpts from the draft UDO that show where flowcharts have been added in the draft UDO to supplement the written word and improve clarity of existing development approval processes.

with public notification requirements for the specific application type shall be considered, for the purposes of this Article 20, a denial of the petition application.

(D) Fees

Fees shall not be refunded for withdrawn applications.

2.2.8 Effect of Denial on Subsequent Applications⁶¹

(A) ~~When~~ If the Board of County Commissioners shall have denied denies an application, or the application shall have been is withdrawn after the first subsequent to notice of the public hearing thereon, the Board of County Commissioners shall not receive another no application for the same or similar amendment, affecting the same property or a portion of it, may be submitted until the expiration of a one year for a period of one year. Said one year period begins on extending from the date of denial or withdrawal, as appropriate.

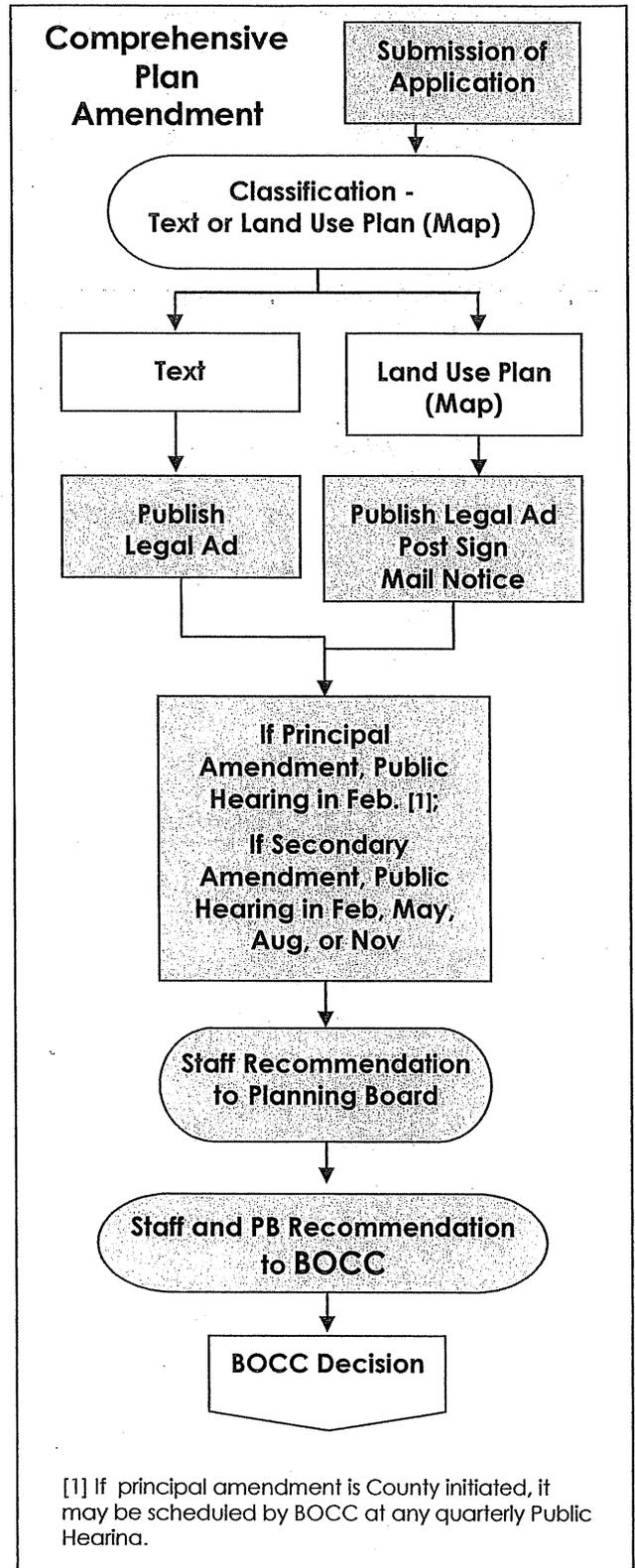
SECTION 2.3 COMPREHENSIVE PLAN AMENDMENTS⁶²

2.3.1 Review and Approval Flow Chart⁶³

The review and approval process for Comprehensive Plan Amendments is shown in the adjacent flowchart.

2.3.2 Generally

(A) The Comprehensive Plan shall be so prepared that all or individual elements and parts thereof may be adopted and/or amended by the Board of Commissioners.



⁶¹ ZO 20.9

⁶² ZO 2.2.14, incorporating parts of 2.2.13

⁶³ Staff-recommended addition

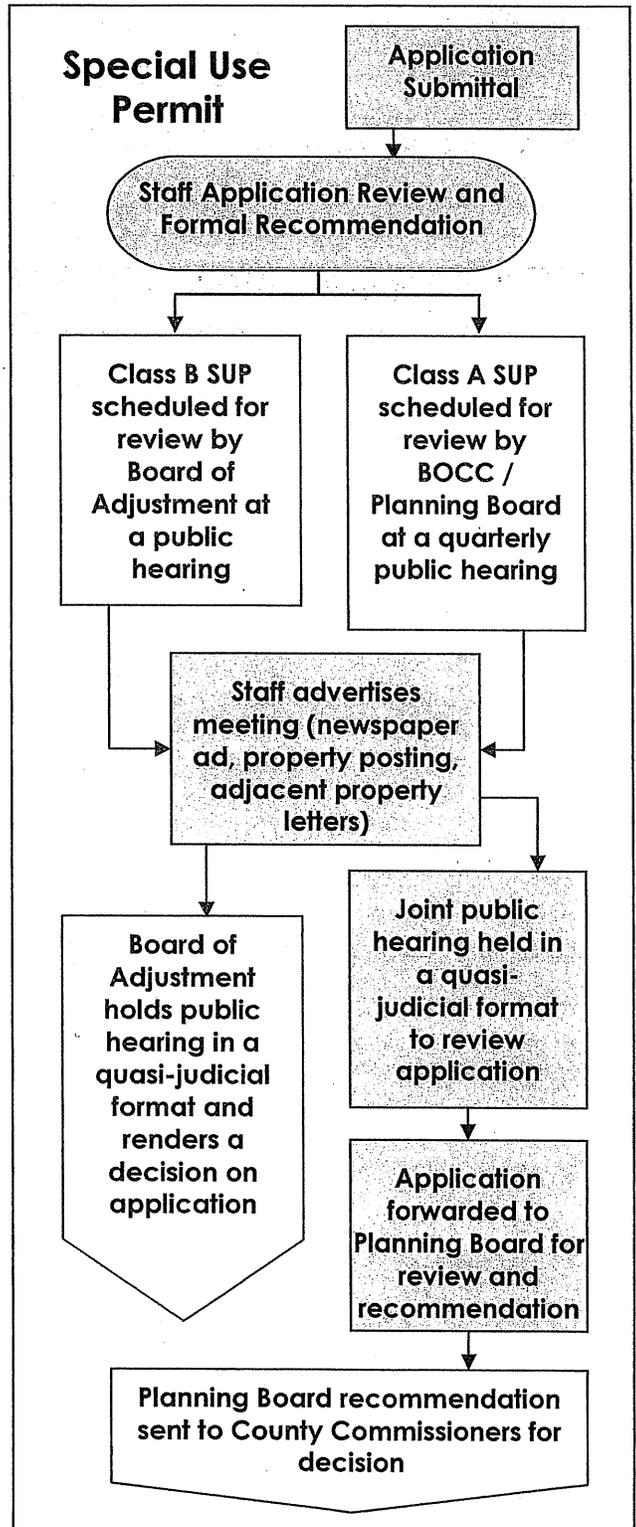
- (B) This section sets forth required review and approval procedures for submittal, review, and approval of applications for special use permit.
- (C) A special use permit authorizes its holder to use or develop a particular parcel of land in a particular way, as specified by the terms and conditions of the special use permit.
- (D) A special use permit imposes on its holder the responsibility of ensuring that the authorized use or development continues to comply with the terms and conditions of approval.
- (E) Issuance of a special use permit does not relieve the holder of the special use permit of the additional responsibility of obtaining a building permit or any other permit or approval required by any other applicable law.

2.7.2 Review and Approval Flow Chart⁸²

The review and approval process for Special Use Permits is shown in the adjacent flowchart.

2.7.3 Contents of Application for Approval of a Special Use Application Requirements⁸³

- (A) The application for approval of Applications for a Special Use shall be submitted on forms provided by the Zoning Officer Planning Department in accordance with Section 2.2 of this Ordinance.
- (B) Such forms shall be prepared so that when completed a Applications shall include:
 - (1) A full and accurate



⁸² Flow Chart is a staff-recommended addition

⁸³ ZO 8.6 and 8.8, first paragraph of 8.8 has been deleted. Also 8.4.2

- (5) The ~~Zoning Officer~~ Planning Director shall file the Board's action in his office the Planning Department as an amendment request to the original application and shall notify the applicant of the Board's action.

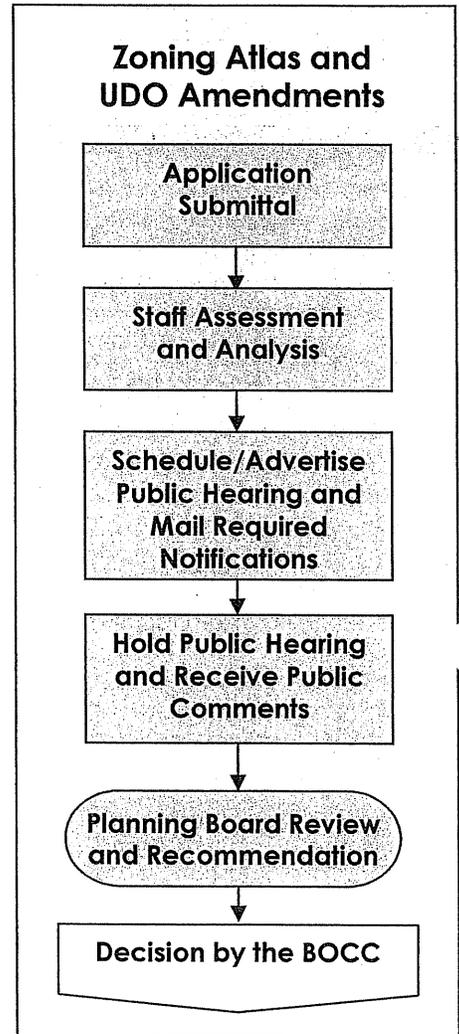
SECTION 2.8 ZONING ATLAS AND UNIFIED DEVELOPMENT ORDINANCE AMENDMENTS

2.8.1 Review and Approval Flow Chart⁹⁶

The review and approval process for a Zoning Atlas and Unified Development Ordinance Amendment is shown in the adjacent flowchart.

2.8.2 Amendment Initiation⁹⁷

- (A) ~~Subject to the limitations of the foregoing Statement of Intent, an~~ An amendment to this Ordinance or the Zoning Atlas may be initiated by:
 - (1) The Board of County Commissioners on its own motion;
 - (2) The Planning Board;
 - (3) Application, by any person or agency, or
 - (4) The Planning Director.
- (B) If a request for consideration of an amendment proposal is submitted directly to the Board of County Commissioners, said Board may decline to consider the request or may refer the amendment proposal to the Planning Director for preparation of an amendment application.



2.8.3 Contents of Application⁹⁸

Applications for amendments to the ~~Zoning Atlas and/or Zoning Ordinance text, without limiting the right to file additional material,~~ shall contain at least the following:

- (A) For amendments to the Zoning Atlas:
 - (1) a A fully dimensioned map at a legible scale of not less than one hundred 100 feet to the inch showing the land which would be covered by the proposed Zoning Atlas amendment, and

⁹⁶ Staff-recommended addition

⁹⁷ ZO 20.2

⁹⁸ ZO 20.3.2, reformatted; also replaces SR VII-D.

2.13.3 Review and Action

- (A) Following receipt of a complete application request for a determination of an exempt subdivision status, the Planning Director shall make a determination of the land division's exempt or nonexempt status.
- (B) If the Planning Director determines that the proposed land division does not constitute a subdivision, the Planning Director shall certify the proposed land division as exempt and include the necessary statement on the plat certifying same.
- (C) If the Planning Director determines that the proposed land division constitutes a subdivision, the applicant shall be informed of such in writing and shall be required to submit the appropriate Subdivision application.

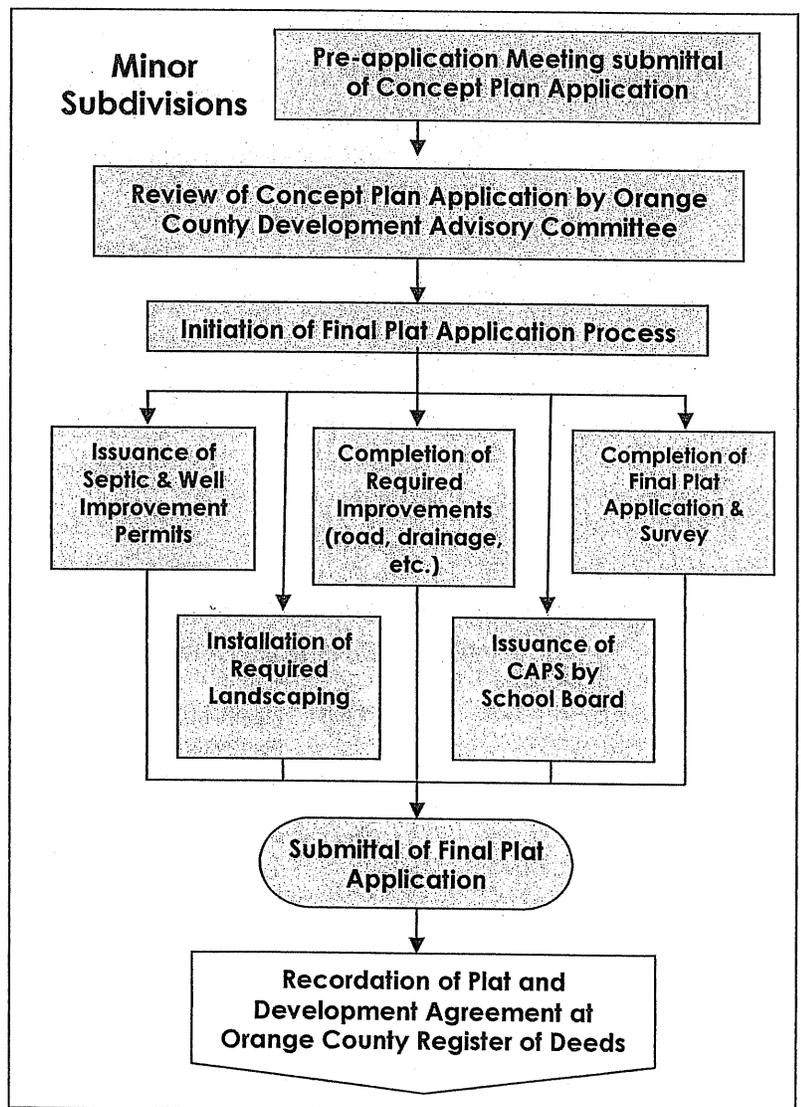
SECTION 2.14 MINOR SUBDIVISIONS

2.14.1 Review and Decision Process Flow Chart¹³⁶

Review and approval of Minor Subdivision applications shall adhere to the process detailed herein. The applicant shall demonstrate compliance with the development standards contained in Article 7 of this Ordinance.

2.14.2 Concept Plan¹³⁷

Submittal of a Concept Plan is not mandatory but is advisable in most cases, particularly where access easements are needed. Concept Plan review can reveal any aspects of the project which are inconsistent with standards of the Subdivision Regulations. In addition, complete information on what will be required for Final Plat approval can be provided through the review process. The review process also permits reconsideration or redesign of the



¹³⁶ Staff-recommended addition

¹³⁷ SR III-C-1. Submittal of a Concept Plan is currently not mandatory for minor subdivisions. Staff recommends that a Concept Plan become a requirement to ensure all applicants are educated on the requirements of this ordinance and staff can address potential problems prior to the applicant incurring significant expenses.

