

NOTICE TO ALL HEARING APPLICANTS:

PERTAINING TO DESIGN REVIEW, CONDITIONAL USE PERMITS, ZONE CHANGES, SUBDIVISION SKETCH PLANS, PLATS, VARIANCES AND APPEALS.

THE FUNCTION OF A HEARING APPLICATION IS TO ENABLE PUBLIC REVIEW OF A SPECIFIC REQUEST BY THE CITY COUNCIL, AND/OR THEIR APPOINTED COMMISSIONS, COMMITTEES AND STAFF. THE REVIEW MUST CONFORM TO RELATED STATE LAWS AND/OR CITY CODES AND POLICIES. SUBMITTAL OF VARIOUS FORMS OF INFORMATION IS REQUIRED AT SPECIFIC INTERVALS DURING THE REVIEW, DEPENDING ON THE NATURE OF THE PROPOSAL.

THE CITY PLANNING STAFF IS RESPONSIBLE FOR FACILITATING THE PUBLIC PROCESS OF REVIEW, FOR PROVIDING MOST PUBLIC NOTIFICATIONS AND FOR DISTRIBUTING RELEVANT INFORMATION TO APPLICANTS AND PROJECT REVIEWERS THROUGHOUT THE PROCESS. THE PLANNING STAFF MUST ALSO REVIEW THE INFORMATION, PRESENT IT BEFORE THE NECESSARY BOARD AND OFFER RECOMMENDATIONS REGARDING THE REQUEST.

CODE REVIEW IS REQUIRED BEFORE A HEARING APPLICATION WILL BE ACCEPTED.

ZONING AND SUBDIVISION PROPOSALS REQUIRE PRELIMINARY REVIEW BY THE COMMUNITY DEVELOPMENT DIRECTOR; AND COMPLETION OF THE SKETCH PLAN PROCESS BEFORE ANY HEARING APPLICATIONS WILL BE CONSIDERED.

PLANNER BEFORE A HEARING APPLICATION WILL BE PROCESSED:

1. PRE-APPLICATION MEETING:

THIS MEETING IS REQUIRED IN ORDER TO ENABLE A PRELIMINARY REVIEW OF THE REQUEST AND THE APPLICATION, THE PROCESS AND TIMELINE FOR REVIEW, TO CLARIFY PRIOR CODE REVIEW COMMENTS AND SUBMITTAL REQUIREMENTS, AND TO ESTABLISH A DEADLINE FOR APPLICATION SUBMITTAL (GENERALLY 4-6 WEEKS BEFORE THE HEARING).

2. SUBMITTAL MEETING (PRIOR TO CUT-OFF DATE):

THE SUBMITTAL MEETING IS TO ENSURE ALL REQUIRED MATERIALS AND FEES ARE RECEIVED BY THE REQUIRED SUBMITTAL DATE. THE MEETING MUST OCCUR PRIOR TO THE DEADLINE.

LATE SUBMITTALS WILL BE POSTPONED UNTIL THE FOLLOWING MONTH.

APPLICATIONS ARE DISTRIBUTED AND ACCEPTED BY THE PLANNING STAFF ONLY. PLEASE CALL FOR AN APPOINTMENT.

PUBLIC HEARINGS AND HEARING ACTIONS

Hearing Schedules

Hearing Schedules are established at the beginning of each year. The Cottonwood Planning and Zoning Commission meets monthly (generally the third Monday of each Month) at Cottonwood City Council Chambers, located at 826 North Main Street, at 6:00 P.M. The City Council / Board of Adjustment meets the first and third Tuesday of each month at the same location. All hearing dates are affected by holidays (see posted schedules). Locations may also be subject to change, as will be advertised. Hearings may be cancelled if fewer than three applications are received, in which case your request would be heard the following month. Please let us know at the time of the application if that would pose any undue hardship.

Submittal and Processing of all Hearing Applications

All hearing related materials should be submitted directly to a member of the planning staff. Once all of the application components and filing fees are received, a hearing date will be set. The applicant will be notified, in writing, of the hearing action and any further hearing review which may be required. Additional submittals are required for each hearing. The decision of the Commission shall be final, provided that any person aggrieved by a decision of the Planning and Zoning Commission may, at any time within the required waiting period after the filing of the decision, appeal the decision in writing. The Council's decision is final.

Required Public Notifications

Legal notice of hearings by the Planning and Zoning Commission for the purpose of considering zone changes or general plan amendments; and for the review of Variances by the Board of Adjustment must be published at least fifteen (15) days before the hearing, and posted on-site. As a matter of policy, the City adheres to the same notification requirements for Conditional Use Permits and Subdivision plats.

Applicants for General Plan amendments and zone changes are required to do their own posting. Zone Changes require a neighborhood meeting in advance of the hearing (see Section 301 of the Cottonwood Zoning Ordinance). The process is administered by the applicant. Notifications regarding the neighborhood meeting must be sent to all property owners within 300 feet of the subject property, 15 days in advance of the neighborhood meeting. Staff will require review of mailing list and notification prior to distribution.

Hearing Actions: When they take effect, and time limits for development

As the outcome of hearing review, your request may be adopted as recommended, adopted with additional stipulations, tabled or denied. The City Council also has the option of sending the request back to the Planning and Zoning Commission for further consideration. Special conditions may be attached to your request in connection with hearing approval in order to ensure compliance with the intent and provisions of the City's General Plan and codes. Use permits, if granted, become effective fifteen (15) days after Commission approval and must commence within six (6) months after Commission approval or they become null and void. Variances, zone changes and subdivisions must also be approved by the City Council. Zone changes are approved by ordinance, which is subject to a 30-day appeal period, following adoption. A time limit may be imposed during which development must commence. If, at the expiration of this period, the property has not been improved for the use for which it was conditionally approved; it shall revert to its former zoning classification without further notice to the applicant. Subdivision plats are adopted by resolution but do not become valid until improvements have been assured and the plat is recorded. There are time limits for developments associated with zoning actions; for filing final plat applications and for recording of subdivisions beyond final plat approval by the City Council.