



Land Use Services

Planning Application Review Steps

This handout outlines the general steps to the Planning application review process and their respective timeframes.

1

Pre-Application

A Pre-Application Development Review** is recommended for commercial, industrial, or large residential subdivision project proposals.

TIMEFRAME: 1-3 months from submittal, depending on project complexity and applicant responsiveness.*

2

Formal Submittal and Completeness Review

After formal submittal of a Planning application, the applicant will be invoiced for all applicable fees. The application will then be reviewed for completeness in compliance with State law. Applications determined to be incomplete will require corrections and a resubmittal.

TIMEFRAME: 4 weeks for each review.*

3

Technical Review and Decision

After an application is deemed complete, staff routes the project to various County departments for technical review, which may lead to project revisions. Environmental review is also conducted during this step. After the technical and environmental reviews are completed, a decision is rendered, or the project is scheduled for a hearing date with the appropriate decision-making body***.

TIMEFRAME: 9-13 months depending on project complexity and applicant*

4

Appeal Period

An appeal period begins after a project is approved. The approval is deemed in effect at the end of the appeal period.

TIMEFRAME: 10 days*

* Estimated timeframes.

** Pre-Application Review is optional

*** Hearing body depends on application type.