

**DIVISION III PROCEDURE
FOR
THE TANEY COUNTY PLANNING COMMISSION**

Step 1 Pre-application Conference:

Prior to making the application for Concept Hearing, the applicant should schedule a meeting with the Planning Administrator to discuss the proposed project. At this meeting an attempt will be made to identify any obvious inconsistencies with the Development Guidance Code and explain the submittal requirements for the Division III Process.

Step 2 Concept Hearing:

The purpose of the concept hearing is to introduce the proposed project to the Planning Commission. This provides an opportunity for the Planning Commission to find out what is being proposed and where it is located so that they may prepare for the public hearing. This is also an opportunity for the *applicant* to gain an understanding of the Planning Commission's concerns and information desires in order to better prepare for the public hearing. The following shall be submitted, in order for the applicant to be scheduled for the Concept Hearing:

1. Concept Hearing Application
 - Make sure that the project description is clear and complete because it will be used to write your Public Hearing Notice.
 - The description of the project location must also be clear and easy to understand.

2. Site/Sketch Plan
 - This is an overhead (or plan view) diagram of the proposed development. It shall be drawn to scale and show a north arrow. All existing and proposed structures, property lines, utility lines, roads, streams, irrigation or drainage structures, and prominent topographic features shall be shown. All adjoining land uses shall also be shown (use of a separate vicinity map is permitted). The site-sketch plan is *not* required to be prepared by an engineer, architect, or surveyor.

- * The Concept Hearing is a required pre-application conference, but it is not a regulatory proceeding. It is intended as a service to the applicant.
- * The Concept Hearing is held on the third Monday of each month at 6:00 p.m.
- * Application deadline must be met in order to be placed on the agenda, contact the Planning Department for the specific dates.
- * Any additional material submitted at the Concept Hearing shall include copies for the Planning Department records.

Step 3 Public Hearing

This hearing is held specifically for the input and discussion by the Public, Applicant, Planning Commission, and Planning Staff concerning a submitted project. To be scheduled on the agenda for a public hearing the following shall be submitted or accomplished:

1. An application for Division III Public Hearing shall be completed and submitted within 120 calendar days after the Concept Hearing before the Planning Commission. This application must be submitted prior to the deadline established by the Planning Department for a specific hearing.
2. The applicant shall place a public notice (prepared by the Planning Department staff) within a local newspaper of general circulation that is published at least (15) calendar days prior to the public hearing. Please be aware that it can take up to four full days for a notice to appear in the newspaper once submitted.
3. The applicant shall also be required to notify all property owners within 600' of the request. The Planning staff will prepare and mail these notices, at the expense of the applicant.
4. Complete, typewritten, and recordable legal description of the specific property involved in the development request. This description is not required to be prepared by a surveyor or engineer, but *must* be recordable.
5. One page description of the requested development. If the request is for a Special Use Permit please state that fact.
6. Any necessary additional site plans or graphical information to properly demonstrate the project.

7. Depending on the size, location, scope, or situation of a project the following information may be required for submittal:

- Capacity letters for: Water Service, Sewer Service
- City limits (if applicable)
- Sediment and Erosion Control Plan (normally preliminary work)
- Stormwater Plans (normally preliminary work)
- Revegetation Plan (normally preliminary work)
- Preliminary Plat
- 2 site plans including letter size
- Typewritten recordable legal description
- \$150.00, check payable to Taney County Treasurer
- Any other materials as requested by the Planning Commissioners or Administrator such as, but not limited to, covenants, engineering studies, drawings, soil evaluations, etc.

Once the appropriate submittals have been made and the notifications have been accomplished the project will be placed on the agenda for public hearing. The following procedures will be followed:

- At least ten (10) calendar days prior to the public hearing the project site will be posted and video taped by staff. At this time a site inspection will be conducted and may require applicant's presence and input. Based on the on-site inspection a staff report will be prepared for the Planning Commission and which will be read into the record at the Public Hearing. This staff report will normally be available five (5) days prior to the Public Hearing.
- The Public Hearing will begin at 6:00 p.m. on the second Monday of each month unless a holiday occurs and then it will be the second Tuesday of the month.
- The applicant or a representative is required to be present at the hearing. No decision or vote will occur at this hearing.

Step 4 Decision Hearing

On the third Monday of each month (one week after the Public Hearing) the Planning Commission will meet to vote on the previous week's Public Hearing requests, hear new concepts, and conduct regular business.

Within a week of the Decision Hearing, the Planning Department will produce a Decision of Record, which will detail the Planning Commission's approval or denial. If the request is approved a Division III Permit will be issued and mailed along with the Decision of Record to the applicant. Prior to mailing

the permit, the applicant is required to record the Decision of Record prepared by the planning staff, in the Recorder's Office, at the applicant's expense. Notification will be sent to the applicant when the Decision of Record is ready.

If an applicant desires to postpone a hearing or withdraw the request entirely a written request shall be submitted to the Planning Department.