Overlay Article 15 and 19 Application Workflow

The application fee set by board of trustees to be submitted is \$3,000 plus \$150 per acre (maximum of 500 acres) Additional fees may be required separately in accordance with Section 15.06(G)/19.06(G)

Zoning Inspector (Pre-Application)

- Conducts preapplication meetings.
- Applicant submits three copies of draft to Zoning Inspector to review for completeness.
- Development Plan should include:
- Clear Design Standards
- DCRP, DCE other approvals as necessary (e.g., Fire, ODOT, Del-Co Water)

Application Submission

- Applicant shall prepare and submit a formal application including a development plan with 20 paper copies and one pdf digital copy along with required fees to the Zoning Inspector.
- Zoning Inspector confirms completeness. Please note there is a seven-day turnaround for decision.

Architectural Review Board (ARB)

- 30 days upon receiving from Zoning Inspector ARB hold public hearing (10 days notice).
 Notice is with, contiguous, and across street.
- ARB serves in an advisory capacity providing a recommendation whether design standards are met.

Zoning Commission

- 30 days from day of ARB hearing (10 days notice). Notice is within, contiguous, and across street.
- The Zoning Commission may require additional fees to cover actual cost.
- The Zoning Commission shall render a recommendation to approve or deny the application.

Board of Trustees

- 30 days from day of receipt of recommendation from Zoning consider for approval (10 days notice). Notice is within, contiguous, and across street. Determination is one of compliance or non-compliance with overlay articles.
- The Board of Trustees shall render a decision on whether to approve or deny the application.