



## Re-zoning and Minor Variance

Processing protocols

Applications for Minor Variance and/or Re-zoning Applications will be accepted with payment. These applications will be considered complete once we have received comments from all agencies.

All applications received will go to the second planning meeting after receipt of the completed application. (i.e.. received in November will go to January).

Staff Shall follow steps to ensure your applications are complete and will be able to proceed to the public meeting:

- Public notice prepared with the anticipated public meeting date to be the second planning meeting after application received (i.e.. received in November would go to January).
- Public notice mailed, e-mailed, or faxed to all persons of interest including the agencies.
- Once all agencies have responded the application will be considered complete and staff will start to prepare the reports for the Planning Public meeting.

We appreciate your cooperation and hope that this helps to streamline the process. This will allow any fees that need to be paid to agencies to be completed with the respective agency.