



Department of Growth Management Customer Service Center Application Process Table

Application Type	Applicable Code Reference	Pre-Application		Review Bodies								Public Hearing Notice				Permit		
		Pre-Application Meeting	Application Check-In Meeting	UDO Administrator	Development Review Committee	Building Official	Historic Preservation Commission	Historic Preservation Review Committee	Planning Commission	Board of Zoning Appeals	Negotiating Committee	Town Council	Planning Commission Workshop	Public Hearing Newspaper Posting	Posting of Property	Certified Mailing to Adjacent Property Owners	Approval Expiration	Application Fee ⁶
Legislative/Quasi-Judicial	Annexation																	
	100% Petition ²	Annexation Policy & Procedures Manual	■	■	■				■			■	■	■	■	N/A	\$500	20 Business Days
	75% Petition ²		■	■	■				■			■	■	■	■	N/A	\$650	20 Business Days
	25% Petition ²		■	■	■				■			■	■	■	■	N/A	\$650	20 Business Days
	Development Agreement ²	Ordinance 1998-06	■	■	■				■			■	■	■	■	Varies	\$2,000	20 Business Days
	Transfer of Development Rights ^{1,2}	Ordinance 2007-19	■	■	■				■			■	■	■	■	N/A	\$1,000	20 Business Days
	Comprehensive Plan Amendment ²	UDO Section 3.3	■	■	■				■			■	■	■	■	N/A	\$500	30 Business Days
	Zoning Map Amendment ²	UDO Section 3.4	■	■	■				■			■	■	■	■	N/A	\$500	30 Business Days
	UDO Text Amendment ²	UDO Section 3.5	■	■	■				■			■	■	■	■	N/A	\$500	30 Business Days
Special Exception ³	UDO Section 3.6	■	■	■					◆			■	■	■	2 yrs	\$250	20 Business Days	
Variance ³	UDO Section 3.7	■	■	■					◆			■	■	■	2 yrs	\$250	20 Business Days	
Land Development	Planned Unit Development (PUD)																	
	Concept Plan ²	UDO Section 3.8	■	■	■	■			■			■	■	■	N/A	\$500	20 Business Days	
	Initial Master Plan ¹	UDO Section 3.9	■	■	■	■			■			■	■	■	5 yrs	\$500	20 Business Days	
	Master Plan Amendment - Major	UDO Section 3.9	■	■	■	■			■			■	■	■	5 yrs	\$250	20 Business Days	
	Master Plan Amendment - Minor	UDO Section 3.9	■	■	◆	■									5 yrs	\$250	20 Business Days	
	Development Plan ¹																	
	Preliminary ⁷	UDO Section 3.10	■	■	■	■			◆						2 yrs	\$500	20 Business Days	
	Final	UDO Section 3.10		■	◆	■									2 yrs	\$1,000	20 Business Days	
	Subdivision Plan ¹																	
	General ⁷	UDO Section 3.11	■	■	◆	■									2 yrs	\$100.00 + \$10/lot	20 Business Days	
	Historic District ⁷	UDO Section 3.11	■	■	◆	■									2 yrs	\$100.00 + \$10/lot	20 Business Days	
	Exempt Plat	UDO Section 3.12			◆										2 yrs	\$25	1 Business Day	
	Development Surety	UDO Section 3.13		■	◆										1 yr	\$100	5 Business Days	
	Certificate of Construction Compliance	UDO Section 3.14		■	◆										N/A	\$50	10 Business Days	
	New Street Name	UDO Section 3.15			■	■				◆					N/A	\$0	10 Business Days	
	Street Renaming ⁴	UDO Section 3.16	■	■	■	■				◆			■	■	N/A	\$250	10 Business Days	
	Addressing	Muni Code Section 14-8			◆										N/A	\$0	1 Business Day	
	Certificate of Appropriateness																	
	Highway Corridor Overlay District	UDO Section 3.17	■	■	■					◆					2 yrs	\$100	20 Business Days	
	Historic District	UDO Section 3.18	■	■	■				◆	■					2 yrs	\$100	15 Business Days	
	Historic District - Demolition ⁵		■	■	■	■			◆	■			■	■	2 yrs	\$250	20 Business Days	
	Site Feature - Historic District	UDO Section 3.19			◆										2 yrs	\$25	1 Business Day	
Zoning Permit	UDO Section 3.20			◆										1 yr	\$25	1 Business Day		
Sign	UDO Section 3.21			◆										2 yrs	\$25	1 Business Day		
Tree Removal	UDO Section 3.22			◆										2 yrs	\$25	5 Business Days		
Silviculture	UDO Section 3.23		■	◆										1 yr	\$1,500	10 Business Days		
Public Project	UDO Section 3.24			◆	■			■						2 yrs	\$0	10 Business Days		
Designation of Contributing Structure ⁵	UDO Section 3.25	■	■	■				■			◆	■	■	N/A	\$250	10 Business Days		
Building Permit	Muni Code Chapter 5							◆						Varies	Varies	15 Business Days		
Legend:		Notes:																
■ Required		¹ Application may qualify for Sustainable Development Incentives as described in Article 6.																
◆ Final Approval Authority		² A Public Hearing shall be held by both Planning Commission and Town Council.																
		³ A Public Hearing shall be held by Board of Zoning Appeals.																
		⁴ A Public Hearing shall be held by Planning Commission.																
		⁵ A Public Hearing shall be held by Historic Preservation Commission.																
		⁶ For Complete List of Applications and Fees, Refer to the Adopted Applications Manual																
		⁷ Application may be subject to Planning Commission approval.																