

CLARKE COUNTY DEPARTMENT OF PLANNING
Filing Deadlines for All Applications Requiring a Public Hearing
(Rezoning, Special Use Permit, Site Plan, Major Subdivision)

PRE-APPLICATION CONFERENCE DEADLINE

Applicants for rezoning, special use permits, site plans, and major subdivisions are required to hold a pre-application conference with Department Staff no less than seven (7) days prior to filing the application. The purpose of the conference is to ensure that the Applicant is aware of all submission requirements and can file a complete application by the desired deadline. The deadlines to hold the pre-application conference in order to meet the monthly application filing deadline are as follows:

Pre-Application Conference Deadline	
Friday, January 30 (for February filing)	Friday, July 31 (for August filing)
Friday, February 27 (for March filing)	Friday, August 28 (for September filing)
Friday, March 27 (for April filing)	Friday, September 25 (for October filing)
Friday, April 24 (for May filing)	Friday, October 30 (for November filing)
Friday, May 29 (for June filing)	Tuesday, November 24 (for December filing)
Thursday, July 2 (for July filing)	Thursday, December 31 (for January filing)

APPLICATION FILING DEADLINE

All complete applications shall be filed with the Department of Planning by the deadline below in order to be considered by the Planning Commission (PC) at their next regular meeting to schedule public hearing. The Zoning Administrator shall review the application to determine whether all required elements have been provided including fees and completion of the pre-application conference with Department Staff. In the event that the application is incomplete, it will be returned unprocessed along with the fees to the applicant.

The Application Filing Deadline is 4:30PM on the first Friday of each month unless otherwise noted on the schedule. In the event that the Department of Planning is closed for inclement weather or other reason, the Application Filing Deadline will be extended by one week to the following Friday.

Application Filing Deadline	
Friday, February 6 (for March 6 PC meeting)	Friday, August 7 (for September 4 PC meeting)
Friday, March 6 (for April 3 PC meeting)	Friday, September 4 (for October 2 PC meeting)
Friday, April 3 (for May 1 PC meeting)	Friday, October 2 (for November 6 PC meeting)
Friday, May 1 (for June 5 PC meeting)	Friday, November 6 (for December 4 PC meeting)
Friday, June 5 (for July 10 PC meeting)	Friday, December 4 (for January 8 PC meeting)
Friday, July 10 (for September 4 PC meeting)	Friday, January 8, 2016 (for February PC meeting)

FILING OF SUPPLEMENTAL MATERIALS

All supplemental materials filed by the Applicant to demonstrate compliance with the technical elements of an application shall be provided to the Planning Commission or Board of Supervisors no less than 14 days prior to the first public hearing date, and no less than 10 days prior to the date of any continued public hearing. Any materials provided after this deadline shall not be considered by the Commission or Board at the scheduled public hearing.

In the event that this deadline falls on a weekend or date in which the Department is closed, the deadline shall be the immediately preceding business day.

DEADLINE TO REQUEST ADMINISTRATIVE DEFERRAL

An Applicant may request the zoning administrator to administratively defer an application that has been scheduled for public hearing. Requests for deferral shall be provided in writing prior to Department Staff finalizing the public hearing advertisement for the application with the Winchester Star. Public hearing advertisements are typically finalized three weeks prior to the public hearing date. Please contact the Department of Planning to determine the exact date of this deadline as the newspaper’s submission deadlines can vary.

Applicants that are granted an administrative deferral of their application by the zoning administrator will not be charged a re-advertising fee.

PLANNING COMMISSION AND BOARD OF SUPERVISORS MEETING DATES

Planning Commission and Board of Supervisors meeting dates for 2015 are listed below. Meeting dates are adopted annually at the Commission’s and Board’s organizational meetings in January. Meeting dates are subject to change or cancellation due to inclement weather or other unforeseen circumstances.

Planning Commission Meeting Dates	Board of Supervisors Meeting Dates
February 6, 2015	February 17, 2015
March 6, 2015	March 17, 2015
April 3, 2015	April 21, 2015
May 1, 2015	May 19, 2015
June 5, 2015	June 16, 2015
July 10, 2015	July 21, 2015
No August Meeting	August 18, 2015
September 4, 2015	September 15, 2015
October 2, 2015	October 20, 2015
November 6, 2015	November 17, 2015
December 4, 2015	December 15, 2015
January 8, 2016	January 19, 2016