

2024 CLARKE COUNTY DEPARTMENT OF PLANNING

**Filing Deadlines for All Planning Commission Meetings or Public Hearings
(Rezoning, Special Use Permit, Site Plan, Major & Minor Subdivision)**

PRE-APPLICATION CONFERENCE DEADLINE

Applicants for rezoning, special use permits, site plans, and subdivisions are required to hold a pre-application conference with Department Staff no less than seven (7) days prior to filing the application. It is best to schedule this meeting in advance with Department Staff to ensure their availability and to provide sufficient time for review. 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 26 (for February 2 filing)	* No August Planning Commission Meeting
Friday, February 23 (for March 1 filing)	Friday, August 30 (for September 6 filing)
Friday, March 29 (for April 5 filing)	Friday, September 27 (for October 4 filing)
Friday, April 26 (for May 3 filing)	Friday, October 25 (for November 1 filing)
Friday, May 31 (for June 7 filing)	Tuesday, November 26 (for December 6 filing)
Friday, July 5 (for July 12 filing)	Friday, December 27 (for January 10, 2025 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. 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 another reason, the Application Filing Deadline will be extended by one week to the following Friday.

Application Filing Deadline	
Friday, January 5 (for February 2 meeting)	*No meeting in August
Friday, February 2 (for March 1 meeting)	Friday, August 2 (for September 6 meeting)
Friday, March 1 (for April 5 meeting)	Friday, September 6 (for October 4 meeting)
Friday, April 5 (for May 3 meeting)	Friday, October 4 (for November 1 meeting)
Friday, May 3 (for June 7 meeting)	Friday, November 1 (for December 6 meeting)
Friday, June 7 (for July 12 meeting)	Friday, December 6 (for January 7, 2025 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.

Following the filing of a complete minor subdivision application, the Applicant shall provide all new or revised materials no less than 3 business days prior to the work session meeting at which the Planning Commission is scheduled to consider the application. Any materials provided after this deadline shall not be forwarded to the Planning Commission for consideration until their next monthly meeting cycle.

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 2024 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 Work Session Dates	Planning Commission Business Meeting Dates	Board of Supervisors Meeting Dates
Tuesday, January 2	Friday, January 5	Tuesday, January 16
Tuesday, January 30	Friday, February 2	Tuesday, February 20
Tuesday, February 27	Friday, March 1	Tuesday, March 19
Tuesday, April 2	Friday, April 5	Tuesday, April 16
Tuesday, April 30	Friday, May 3	Tuesday, May 21
Tuesday, June 4	Friday, June 7	Tuesday, June 18
Wednesday, July 9	Friday, July 12	Tuesday, July 16
*No meeting in August	*No meeting in August	Tuesday, August 20
Tuesday, September 3	Friday, September 6	Tuesday, September 17
Tuesday, October 1	Friday, October 4	Tuesday, October 15
Tuesday, October 29	Friday, November 1	Tuesday, November 19
Tuesday, December 3	Friday, December 6	Tuesday, December 17
Tuesday, January 7, 2025	Friday, January 10, 2025	Monday, January, 13 2025