

I-E	SAMPLE TIMELINES FOR COMMON REVIEW PROCESSES
<p>This section contains several sample review timelines for various Zoning and Subdivision Ordinance review processes. All review timelines presume submission of a complete application.</p>	
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Zoning Ordinance Processes

Zoning Permit ([Section 6.2.1](#))

- Applications are reviewed administratively by Planning Staff
- Estimated Timeframe – Approximately 1-5 business days depending upon workload, application complexity, and Staff availability

Administrative Site Development Plan ([Section 6.2.4](#))

- Applications are reviewed administratively by Planning Staff with a 60-day review period
- Estimated Timeframe – Approximately 30-60 days from filing of complete application

Site Development Plan/Plan Amendment ([Sections 6.2.2 and 6.2.3](#))

- Complete application is filed at filing deadline. Application is routed to review agencies and consultant(s) for comment. Planning Staff schedules Planning Commission Public Hearing for next Business Meeting.
- Month 1 – Planning Commission conducts first review at Business Meeting and holds Public Hearing. Commission’s 60 day review period begins. Depending on meeting scheduling, the Commission can defer action for three additional Business Meetings unless deferrals are formally requested by the Applicant.
- Estimated timeframe – Approximately 60 days from filing of complete application

**Special Use Permit/Special Use Permit Amendment ([Sections 6.3.1 and 6.3.2](#))
Rezoning/Conditional Zoning/Amend Proffered Conditions ([Sections 6.3.3, 6.3.4, and 6.3.5](#))**

- Complete application is filed at filing deadline. Application is routed to review agencies and consultant(s) for comment.
- Month 1 – Planning Commission conducts first review at Business Meeting and takes action to schedule Public Hearing. Commission’s 100-day review period begins.
- Month 2 – Planning Commission conducts Public Hearing; first opportunity to take formal action on application (recommendation to Board of Supervisors). Depending on meeting scheduling, the Commission can defer action for two additional Business Meetings unless deferrals are formally requested by the Applicant.
- Month 3 – Board of Supervisors conducts first review and takes action to schedule Public Hearing.
- Month 4 – Board of Supervisors conducts Public Hearing; first opportunity to take action on the application. The Board has a maximum of one year from the date of the Planning Commission’s first review in order to take action on the application.
- Estimated timeframe – Approximately 4-6 months from filing of complete application

Variance ([Section 6.4.2](#)), Appeal ([Section 6.4.3](#)), or Interpretation of Zoning Map ([Section 6.4.4](#))

- Complete application is filed at filing deadline. Planning Staff schedules Board of Zoning Appeals (BZA) Public Hearing.
- Month 1 – BZA conducts first review and Public Hearing; first opportunity to take action on the application. BZA’s 90-day review period begins.
- Estimated timeframe – Approximately 30-60 days from filing of complete application

Subdivision Ordinance Processes

Minor Subdivision ([Section 3.2.1](#))

- Complete application is filed at filing deadline. Application is routed to review agencies and consultant(s) for comment.
- Month 1 – Planning Commission conducts first review at Business Meeting; first opportunity to take action on the application. Commission’s 60-day review period begins. Depending on meeting scheduling, the Commission can defer action for two

additional Business Meetings unless deferrals are formally requested by the Applicant.

- Estimated timeframe – Approximately 30-60 days from filing of complete application

Major Subdivision ([Section 3.2.2](#))

- Complete application is filed at filing deadline. Application is routed to review agencies and consultant(s) for comment. Planning Staff schedules Planning Commission Public Hearing for next Business Meeting.
- Month 1 – Planning Commission conducts first review at Business Meeting and holds Public Hearing; first opportunity to take action on the application. Commission’s 60-day review period begins. Depending on meeting scheduling, the Commission can defer action for two additional Business Meetings unless deferrals are formally requested by the Applicant.
- Estimated timeframe – Approximately 30-60 days from filing of complete application

Administrative Land Division ([Section 3.3.1](#))

- Applications are reviewed administratively by Planning Staff with a 60-day review period
- Estimated Timeframe – Approximately 30-60 days from filing of complete application

Boundary Line Adjustment ([Section 3.3.2](#))

- Most applications are reviewed administratively by Planning Staff with a 60-day review period. In very limited situations, the Planning Commission is the approval authority and also has a 60-day review period with no public hearing requirement.
- Estimated Timeframe – Approximately 30-60 days from filing of complete application

Merger ([Section 3.3.3](#))

- Applications are reviewed administratively by Planning Staff with a 60-day review period
- Estimated Timeframe – Approximately 1-2 weeks depending on Staff workload and availability