

<b>I-B</b>	<b>APPLICATION FILING DEADLINES AND PRE-APPLICATION MEETINGS</b>
This section contains information on application filing deadlines for zoning and subdivision review processes.	
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Application filing deadlines are established by the Department of Planning for certain application types that are reviewed by the Clarke County Planning Commission and/or Board of Supervisors. Filing deadlines help to ensure that there is sufficient time for applications to be reviewed by Planning Staff and review agencies before they are considered by the Commission or Board.

Pre-application meetings are required for certain application types that are complex or require multiple components for submission. The meetings are intended to help ensure that applicants understand all of the required application components and pertinent regulations so that they may file a complete application in a timely manner. Pre-application meetings also provide an opportunity for applicants to receive preliminary feedback from Planning Staff.

Below are two charts depicting the various Zoning and Subdivision Ordinance review processes and whether each process has an established filing deadline and/or requires a pre-application meeting prior to filing. The current list of filing deadlines can be found in [Appendix B](#).

**Zoning Ordinance Processes**

Application Type	Filing Deadline?	Pre-Application Meeting Required?
<b>Zoning Permit (<a href="#">Section 6.2.1</a>)</b>	No	No
<b>Site Development Plan/Plan Amendment (<a href="#">Sections 6.2.2 and 6.2.3</a>)</b>	Yes	Yes – Seven (7) days prior to filing application
<b>Administrative Site Development Plan (<a href="#">Section 6.2.4</a>)</b>	No	Yes – Seven (7) days prior to filing application
<b>Certificate of Appropriateness (<a href="#">Section 6.2.5</a>)</b>	Yes if filed with a site development plan application for Planning Commission review	Yes if filed with a site development plan application for Planning Commission review
<b>Maximum Lot Size Exception (<a href="#">Section 6.2.6</a>)</b>	Yes (see minor or major subdivision)	Yes (see minor or major subdivision)
<b>Pre-Harvest Plan (<a href="#">Section 6.2.7</a>)</b>	No	No

**Zoning Ordinance Processes (cont.)**

<b>Application Type</b>	<b>Filing Deadline?</b>	<b>Pre-Application Meeting Required?</b>
<b>Intensive Livestock, Dairy, or Poultry Facility Development Plan (<a href="#">Section 6.2.8</a>)</b>	No	No
<b>Stream Buffer Mitigation Plan (<a href="#">Section 6.2.9</a>)</b>	No	No
<b>Special Use Permit/Special Use Permit Amendment (<a href="#">Sections 6.3.1 and 6.3.2</a>)</b>	Yes	Yes – Seven (7) days prior to filing application
<b>Rezoning/Conditional Zoning/ Amend Proffered Conditions (<a href="#">Sections 6.3.3, 6.3.4, and 6.3.5</a>)</b>	Yes	Yes – Seven (7) days prior to filing application
<b>Text Amendment (<a href="#">Section 6.3.6</a>)</b>	Yes	Yes – Seven (7) days prior to filing application
<b>Variance (<a href="#">Section 6.4.2</a>)</b>	Yes	No
<b>Appeal (<a href="#">Section 6.4.3</a>)</b>	Yes	No
<b>Interpretation of Zoning Map (<a href="#">Section 6.4.4</a>)</b>	Yes	No

**Subdivision Ordinance Processes**

<b>Application Type</b>	<b>Filing Deadline?</b>	<b>Pre-Application Meeting Required?</b>
<b>Minor Subdivision (<a href="#">Section 3.2.1</a>)</b>	Yes	Yes – Seven (7) days prior to filing application
<b>Major Subdivision (<a href="#">Section 3.2.2</a>)</b>	Yes	Yes – Seven (7) days prior to filing application
<b>Administrative Land Division (<a href="#">Section 3.3.1</a>)</b>	No	No
<b>Boundary Line Adjustment (<a href="#">Section 3.3.2</a>)</b>	Yes if reviewed by Planning Commission	No
<b>Merger (<a href="#">Section 3.3.3</a>)</b>	No	No
<b>Vacation of Plat (<a href="#">Section 3.3.4</a>)</b>	No	No
<b>Public Utility Lot Division (<a href="#">Section 3.3.5</a>)</b>	No	No
<b>Court-Ordered Partition of Land (<a href="#">Section 3.3.6</a>)</b>	No	No