



WASHINGTON COUNTY

Dept. of Land Use & Transportation
Current Planning Services
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Summary Of Procedure Types

INTRODUCTION:

This is a generalized summary of the four different types of procedures used by Washington County to review Development Applications. For additional information refer to the Washington County Community Development Code or contact the Washington County Department of Land Use and Transportation.

TYPE I (CATEGORY A): ADMINISTRATIVE

1. Application submitted
2. Decision by Director
3. Staff mails Notice of Decision
4. 12 day appeal period

TYPE II (CATEGORY B): ADMINISTRATIVE WITH NOTICE

1. Pre-application conference with staff
2. Neighborhood Meeting (if applicable - see CDC § 203-3.2)
3. Application submitted
4. Staff reviews application for acceptance
5. Notice to applicant of Acceptance of Application
6. Applicant posts property (Rural applications only)
7. Staff mails Public Notice to surrounding property owners (500 ft. urban, 1000 ft. rural) and Citizen Participation Organizations
8. 14 day comment period
9. Staff review comments and prepares report
10. Decision by Director
11. Staff mails Notice of Decision to applicant, persons within the notification area, the CPO, and those persons who submit comments
12. 12 day appeal period

TYPE III (CATEGORY C): QUASI-JUDICIAL

1. Pre-application conference with staff
2. Neighborhood Meeting (if applicable - see CDC § 203-3.2)
3. Application submitted
4. Staff reviews application for acceptance
5. Notice to applicant of Acceptance of Application
6. Staff schedules Public Hearing before the Hearings Officer
7. Applicant posts property (Rural applications only)
8. Staff mails Public Notice to surrounding property owners (500 ft. urban, 1000 ft. rural) Citizen Participation Organizations at least 20 days prior to the hearing
9. Staff report prepared
10. Public Hearing before the Hearings Officer
11. Decision by Hearings Officer
12. Staff mails Notice of Decision to applicant, CPO, and those who testified
13. 21 day appeal period (to Land Use Board of Appeals)

TYPE IV: LEGISLATIVE

1. Initiation of action by:
 - A. Board of County Commissioners;
 - B. Planning Commission; or
 - C. Director of Land Use and Transportation
2. Notice as required by County Charter and State law
3. Planning Commission holds Public Hearing(s)
4. Planning Commission makes recommendation to Board of County Commissioners
5. Board of County Commissioners holds Public Hearing(s)
6. Decision by Board of County Commissioners
7. Notice of Decision mailed to parties of record
8. 21 day appeal period (to Land Use Board of Appeals)