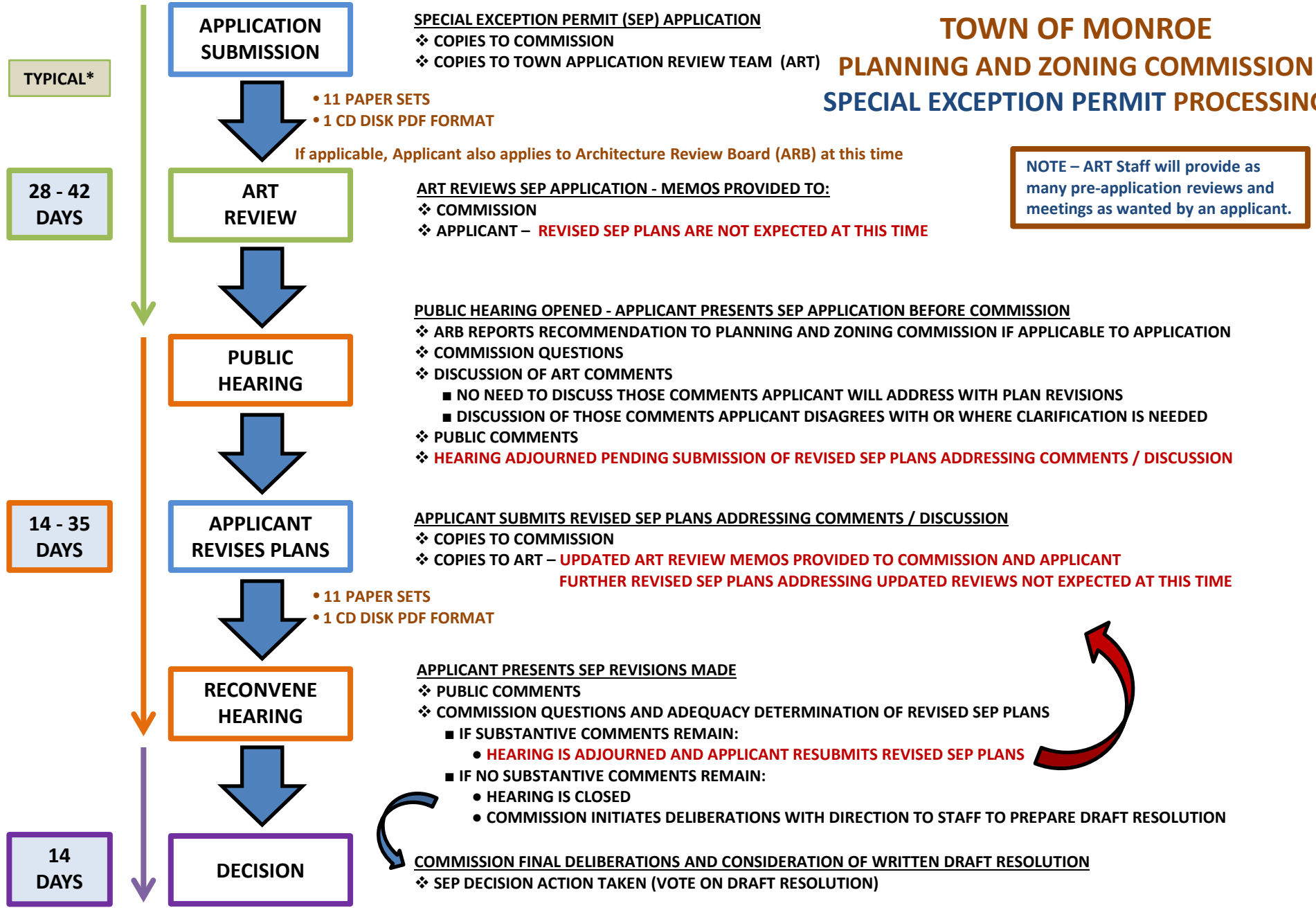


TOWN OF MONROE PLANNING AND ZONING COMMISSION SPECIAL EXCEPTION PERMIT PROCESSING

NOTE – ART Staff will provide as many pre-application reviews and meetings as wanted by an applicant.



APPLICATION SUBMISSION

SPECIAL EXCEPTION PERMIT (SEP) APPLICATION
❖ COPIES TO COMMISSION
❖ COPIES TO TOWN APPLICATION REVIEW TEAM (ART)

TYPICAL*

- 11 PAPER SETS
- 1 CD DISK PDF FORMAT

If applicable, Applicant also applies to Architecture Review Board (ARB) at this time

ART REVIEW

ART REVIEWS SEP APPLICATION - MEMOS PROVIDED TO:
❖ COMMISSION
❖ APPLICANT – **REVISED SEP PLANS ARE NOT EXPECTED AT THIS TIME**

28 - 42 DAYS

PUBLIC HEARING

PUBLIC HEARING OPENED - APPLICANT PRESENTS SEP APPLICATION BEFORE COMMISSION
❖ ARB REPORTS RECOMMENDATION TO PLANNING AND ZONING COMMISSION IF APPLICABLE TO APPLICATION
❖ COMMISSION QUESTIONS
❖ DISCUSSION OF ART COMMENTS
 ■ NO NEED TO DISCUSS THOSE COMMENTS APPLICANT WILL ADDRESS WITH PLAN REVISIONS
 ■ DISCUSSION OF THOSE COMMENTS APPLICANT DISAGREES WITH OR WHERE CLARIFICATION IS NEEDED
❖ PUBLIC COMMENTS
❖ **HEARING ADJOURNED PENDING SUBMISSION OF REVISED SEP PLANS ADDRESSING COMMENTS / DISCUSSION**

14 - 35 DAYS

APPLICANT REVISES PLANS

APPLICANT SUBMITS REVISED SEP PLANS ADDRESSING COMMENTS / DISCUSSION
❖ COPIES TO COMMISSION
❖ COPIES TO ART – **UPDATED ART REVIEW MEMOS PROVIDED TO COMMISSION AND APPLICANT FURTHER REVISED SEP PLANS ADDRESSING UPDATED REVIEWS NOT EXPECTED AT THIS TIME**

- 11 PAPER SETS
- 1 CD DISK PDF FORMAT

RECONVENE HEARING

APPLICANT PRESENTS SEP REVISIONS MADE
❖ PUBLIC COMMENTS
❖ COMMISSION QUESTIONS AND ADEQUACY DETERMINATION OF REVISED SEP PLANS
 ■ IF SUBSTANTIVE COMMENTS REMAIN:
 • **HEARING IS ADJOURNED AND APPLICANT RESUBMITS REVISED SEP PLANS**
 ■ IF NO SUBSTANTIVE COMMENTS REMAIN:
 • HEARING IS CLOSED
 • COMMISSION INITIATES DELIBERATIONS WITH DIRECTION TO STAFF TO PREPARE DRAFT RESOLUTION

14 DAYS

DECISION

COMMISSION FINAL DELIBERATIONS AND CONSIDERATION OF WRITTEN DRAFT RESOLUTION
❖ SEP DECISION ACTION TAKEN (VOTE ON DRAFT RESOLUTION)

* NON-TYPICAL APPLICATIONS OR APPLICATIONS NOT ADEQUATELY ADDRESSING REVIEW COMMENTS WILL RESULT IN A LONGER REVIEW PROCESS, WHICH MAY NEED APPLICANT GRANTED TIME EXTENSIONS.