Begin here:

Public Hearing Application Processes

(not including variances)



Pre-Application Meeting with Staff **Application Filed in** LAMA Portal / Case **Number Assigned**

(First working day of the month)

Staff Review of **Application**

Notify Cherokee County of Annexation(s) Adjacent to County Property and/ or if other Zoning Case(s) **Abuts County Property**

Application Packet placed on the Agenda as Informational Item

NOTIFICATIONS: Newspaper Ad - City **Sign Posting - City Certificate of Mailing - Applicant**

(Not less than 15 days, not more than 45 days before the public hearing)

City Manager Notifies Mayor & City Council of New Applications Received during the City Manager's Report (Month 1, 2nd Meeting)

Staff Comments Entered in LAMA Portal

Applicant(s) Hosts **Community Input Meeting**

(Notification letters shall be mailed at least 10 days prior to the scheduled meeting)

Staff Technical Report Provided to Mayor & City Council and Applicant(s)

(Month 2, 2nd Meeting)

Applicant may meet with the elected City officials at City Hall

Mayor & City Council **Public Hearing**

(Month 3, 1st Meeting)

Action Letter Sent to Applicant(s); File Closed

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Finished.

by Zoning Administrator

Action Entered into LAMA Portal

Action Report Written

Mayor & City Council Possible Action Meeting with Staff

(Month 3, 2nd Meeting)

Recommendations