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## ZONING REVIEW PROCESS

Basic steps for the submittal and review of an application for any rezoning, planned development rezoning, special exception, or special use permit:

**Pre-Application Conference.** A pre-application conference is held with County staff, prior to the submittal of an application.

**Neighborhood Workshop.** This is an opportunity for early community input into the zoning process. A neighborhood workshop is required to be held, prior to submittal of an application, for rezonings to the Planned Development district, any non-residential district, or to a residential district that increases the number of units permitted on a property.

**Submittal of Complete Application.** The application, if found to be complete, is accepted by the Department of Growth Management. In order for the application to be processed, all forms and required attachments must be submitted.

**Sufficiency Determination and Review.** The application is assigned to a planner and distributed to reviewing agencies for a sufficiency determination. If further information is needed to complete the staff report, the applicant will be notified. As part of the review process, County staff will conduct site visits to the property. If the application is found to be sufficient, then review will be completed and the application will be scheduled for a public hearing with the Planning Commission.

**Posted Notice.** A minimum of 15 days before the first scheduled public hearing, the applicant posts notice signs on the property, with a sign located on each street the property fronts and at least one sign along every 400 feet of street frontage.

**Mailed Notice.** A minimum of 15 days before the first scheduled public hearing, the Department sends mailed notice to all surrounding property owners within 500 feet of the property. If the property is located within an area designated as Rural/Agriculture on the Future Land Use Map, then notice must be mailed to all surrounding property owners within 1,320 feet (1/4 mile) of the property.

**Published Notice.** At least ten (10) days before the first scheduled public hearing, the Department places an advertisement in the Gainesville Sun that describes the zoning request.

**Staff Report.** After completing the review of an application, a staff report with a recommendation is sent to the applicant and Planning Commission members.

**Planning Commission.** The Planning Commission makes a recommendation to the Board of County Commissioners at a scheduled public hearing. The applicant should be present at public hearings to answer questions and address concerns.

**Board of County Commissioners.** The Board of County Commissioners conducts a public hearing and makes a final decision to approve, approve with conditions, or deny the request. A resolution is signed by the Board whether the request is approved or denied.