



General Information Development Review Process

THE REVIEW PROCESS

Who must go through the Development Review Process?

Anyone who is applying for any application pursuant to the City's Land Development Regulations (LDRs).

What are the steps in the Development Review Process?

- Step 1. Pre-Application Conference
- Step 2. Neighborhood Meeting
- Step 3. Application Submission
- Step 4. Staff Review
- Step 5. Resubmit Corrected Plans
 - ❖ Minor revisions will proceed to Step 6
 - ❖ Major revisions will require additional Staff Review and an additional Meeting(s) with the Applicant
- Step 6. Public Hearing by Reviewing Board(s)
 - ❖ Planning & Zoning Board, and/or
 - ❖ City Commission, and/or
 - ❖ Board of Adjustment

What is a Pre-Application Conference?

The purpose of a Pre-Application Conference is to familiarize the applicant with the applicable provisions of the City's Land Development Regulations (LDRs) which may be applicable to the proposed development and to provide the applicant information necessary to prepare the application for submission. For more information regarding Pre-Application Conferences, please refer to the Pre-Application Conference Brochure or to the City's LDRs.

When can citizens begin participating?

Citizens have many opportunities to participate in the Development Review Process. Informal citizen input begins with the Neighborhood Meeting (Step 2). Once the applicant has submitted an application, citizens may contact Staff if they wish review or to discuss the application. Citizens may also formally contribute their input by speaking at public hearings (Step 6).

STAFF REVIEW AND APPROVING BODIES

What is Staff Review? (Step 4)

After an application has been submitted, it is reviewed by City Staff to determine its consistency with the City's Comprehensive Plan and to determine compliance with the City's Land Development Regulations (LDRs). In most cases, Staff will prepare a Staff Report which

reviews the application's consistency and compliance with the City's Comprehensive Plan and LDRs. Staff will provide a recommendation based upon the findings provided within the Staff Report.

Following Staff review, the public may receive notification of public hearings by written correspondence or by published or posted notices. All property owners within 400 feet of a subject property will be notified by mail, as will any organizations or persons registered with the City to receive such notification. The general public receives notification through notices published in local newspapers and through notices posted along public roadways adjacent to the land subject to the application.

What are the Reviewing Boards? (Step 6)?

There are three boards which may review an application:

- ❖ **Planning & Zoning Board:** a six member board appointed by the City Commission. Five members are voting members; one is a non-voting member representing the Alachua County School Board.
- ❖ **City Commission:** a five member board elected by the public.
- ❖ **Board of Adjustment:** reviews Zoning Variance Permits and appeals for certain applications. The five members of the City Commission are authorized by the Land Development Regulations (LDRs) to act as the Board Adjustment.

CITIZEN INPUT

There are many opportunities for citizen input throughout the Development Review Process. Before submitting an application, most applicants must hold a Neighborhood Meeting (Step 2), which is an informal meeting between the applicant and any interested citizens. Property owners within 400 feet of a development are notified by mail, as well as the City Manager of the City of Alachua and any organizations and persons who have registered with the City for such notice. In addition, a notice of the meeting is published in a newspaper of general circulation.

Neighborhood Meetings are encouraged as opportunities for informal communication between nearby property owners, the public, and the applicant. Although all issues may not be resolved, the Neighborhood Meeting allows for early citizen input and discussion.

During Staff Review (Step 4), citizens are able to provide input by contacting City Staff if they wish to review or discuss an application. Citizens may submit written comments, which will be provided to the members of the reviewing board(s).

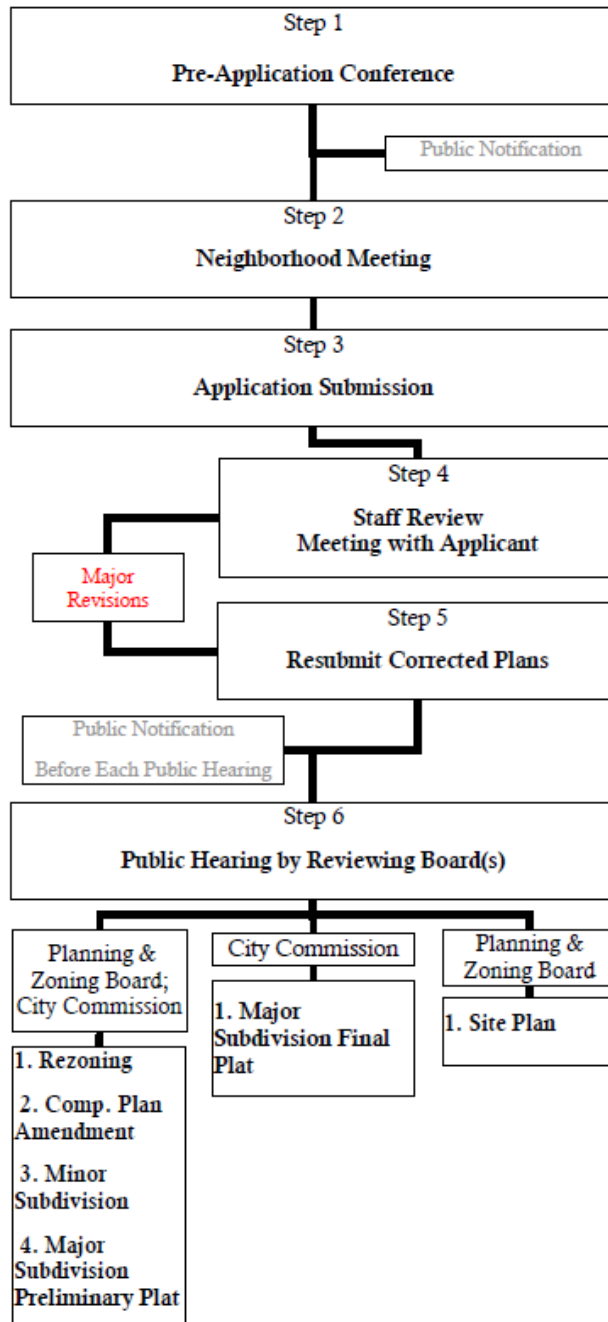
The final opportunity for citizen input are at public hearings (Step 6). Citizens may formally contribute their input to the reviewing board(s) by participating at a public hearing.

PUBLIC HEARINGS

At public hearings, City Staff, the applicant, and the general public give formal comments and evidence to support their position on the proposed project. Depending upon the type of application, an application may be presented before the Planning and Zoning Board, the City Commission, and/or the Board of Adjustment. Table 2.2-1 of the Land Development Regulations (LDRs) identifies which reviewing board will hold a public hearing for an

application. For more information regarding public hearings, please contact the Planning and Community Development Department.

DEVELOPMENT REVIEW FLOW CHART



If you have any questions, please contact the City of Alachua Planning & Community Development Department at (386) 418-6121 or planning@cityofalachua.com.