



January 2010

## Rezone and PAD Policy Schedule for Developments

### What is a Schedule for Development?

A Schedule for Development outlines timeframes under which a project will be developed for a specific use or uses. Benchmarks are created with a deadline for completion of each benchmark; this deadline could be a specific date or prior to another item, with a specific completion date, listed within the Schedule for Development. A Schedule for Development provides the County a basis to monitor the progress of a development project. Please see the example below:

### Example

Action Required <small>(where a specific condition requires completion by a specified date, the applicant/property owner shall complete the condition by the specified date)</small>	Date Completion Required
<ul style="list-style-type: none"> <li>• Prior to Tentative Plat/Site Plan Review submit a preliminary Traffic Impact Analysis (TIA)</li> </ul>	
<ul style="list-style-type: none"> <li>• Prior to Tentative Plat/Site Plan Review submit a final TIA and obtain approval</li> <li>• Dedication of streets/right-of-way at the time of final plat or site plan approval</li> <li>• Prior to Final Plat/Site Plan approval, obtain approval of improvement plans for both offsite and onsite improvements.</li> </ul>	
<ul style="list-style-type: none"> <li>• Submit Final Plat application or Site Plan application</li> </ul>	
<ul style="list-style-type: none"> <li>• Obtain approval of improvement plans - both off site and on-site</li> </ul>	
<ul style="list-style-type: none"> <li>• Property will be improved for the uses/uses approved (Improved means the final plat and/or site plan has been approved and the public infrastructure has been built)</li> </ul>	
	Within XX years of approval

### Why is the County asking for a Schedule for Development?

New developments have infrastructure and service needs that must be provided by the County. The Schedule for Development will allow the County to plan and budget for these facilities and services. The schedule will also allow the County to monitor the progress of projects. Having a Schedule for Development creates a closer partnership between the County and developers; communication on each project is on-going with a Schedule for Development and allows staff and the development community to have a better understating of how a community is developing. As a result, the development community, staff, the Planning Commission and the Board of Supervisors are able to make more informed land use decisions. Projects that do not meet their approved timeframes could be subject to reversion of the conditional zoning to the former zoning classification.

### What is the process?

Applicants will be asked to submit a Schedule for Development with their application for a rezone or a PAD. Staff will process cases without a Schedule for Development, however the applicant will be asked to explain to the Planning Commission and the Board of Supervisors why a schedule was not submitted. Failure to submit a Schedule for Development could result in a disapproval of a case.

Zoning cases with Schedules of Development will be granted conditional zoning. The conditional zoning will continue on the property until all of the items in the Schedule for Development have been

completed. The zoning map will show a “C” indicating that the zoning case has been approved conditioned upon a Schedule for Development for a specific use or uses.

Once the Schedule for Development is complete, and prior to the expiration of the Schedule for Development, the property owner will need to submit evidence of compliance with the Schedule for Development and a request for a Certificate of Compliance from the Planning Department. The Planning Director will review the statement of compliance and if in agreement will issue the Certificate of Compliance with the zoning restrictions which remain with the land. The zoning map will then be updated and the “C” will be changed to an “R” indicating issuance of the Certificate with zoning restrictions. As an example, zoning restrictions that remain with the land could be:

- There shall be no further lots splits without approval of the Board of Supervisors
- The uses on the property shall be restricted to the uses detailed in the planned area development plan

Should an extension be necessary on any item, the applicant will need to submit a written request for an extension prior to the expiration of the time limit. Upon receipt of this letter, staff will initiate a compliance/reversion hearing before the Board of Supervisors.

### **What types of benchmarks should be included in the Schedule for Development?**

#### ***For projects that will require a plat the following benchmarks should be included:***

1. Submittal of a tentative plat
2. Submittal of a Traffic Impact Analysis (TIA)
3. Dedication of right-of-way
4. Submittal of a final plat
5. Approval of improvement plans for both offsite and onsite improvements
6. Submittal of financial assurances as required for onsite and/or offsite public improvements
7. Formation of an associate which shall have the responsibility for maintaining all common areas or easements
8. Construction of required parks/open space
9. Improvement of the property for the use or uses for which it was approved by a specific date (Improvement means the final plat has been approved and the public infrastructure has been built)

#### ***For projects that will not require a plat the following benchmarks should be included:***

1. Submittal of a Site Plan Review application/Zoning Clearance
2. Submittal of a Traffic Impact Analysis (TIA)
3. Dedication of right-of-way
4. Formation of an association which shall have the responsibility for maintaining all common areas or easements
5. Approval of improvement plans for both offsite and onsite improvements
6. Submittal of financial assurances as required for onsite and/or offsite public improvements
7. Improvement of the property for the use or uses for which it was approved by a specific date (Improvement means the site plan/zoning clearance has been approved and the public infrastructure has been built)