

## Mission Statement

The mission of the Office of Planning and Zoning is to provide a healthy, pleasant environment for those who live, work and visit Jefferson County, by blending the unique natural and built resources of our community with quality, sustainable development that ensures responsible and sound growth. We are a knowledgeable, respectful, dedicated staff who welcome community based problem solving and public/private cooperation that assists the community in implementing standards which create a positive impact and achieves its ultimate vision.

The deadlines provided are the last possible date to submit a given project. Please be aware that, while you have until 5 PM on the deadline date to submit a project, it is strongly advised that submissions be provided as early as possible. A submission will not be determined complete unless all required documents, signatures and fees are provided. Therefore, if a project is presented at the last minute and is determined incomplete, the deadline will have been missed and the project will not be heard until a later



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## PLANNING COMMISSION SUBMISSION DEADLINES 2019



Department of Engineering,  
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## Waiver Deadlines

You must submit by 5 PM on:	To be heard the meeting of:
December 18, 2018	January 08, 2019
January 22, 2018	February 12, 2019
February 19, 2019	March 12, 2019
March 19, 2019	April 09, 2019
April 23, 2019	May 14, 2019
May 21, 2019	June 11, 2019
June 18, 2019	July 09, 2019
July 23, 2019	August 13, 2019
August 20, 2019	September 10, 2019
September 17, 2019	October 08, 2019
October 22, 2019	November 12, 2019
November 19, 2019	December 10, 2019

\*This deadline is 21 calendar days prior to the meeting to allow for staff to gather research and send adjoining property owner letters per department policy. This also allows for the 14 day posting requirement per Division 24.300 (C) of the Jefferson County Subdivision Regulations.

## Preliminary Plat Process

Pursuant to Section 24.113 of the Subdivision Regulations, the submission of a Preliminary Plat application is a required step for major subdivisions. Generally, there are a number of reviews and edits required after submission. After staff concludes the completeness review, the Preliminary Plat and application are placed on the next regularly scheduled Planning Commission agenda for a vote to accept or deny the application as complete and to schedule a Public Hearing.

Per Section 24.114 of the Subdivision Regulations, within 45 days of accepting the application as complete or essentially complete, the Planning Commission shall conduct a public hearing on the proposed preliminary plat. The public notice of the public hearing will be advertised in a local newspaper of general circulation in the area at least twenty-one (21) days prior to the public hearing. The applicant shall post notice on the site at least fourteen (14) days prior to the public hearing.

The scope of this public hearing shall be limited to whether the application meets the requirements of the Subdivision Regulations and the Zoning Ordinance. Section 24.115 of the Subdivision Regulations details the approval requirements.

The approval of the Preliminary Plat, with or without conditions, allows the applicant to proceed to prepare a Final Plat. The Preliminary Plat approval shall be good for a period of five years. Review and approval of the Final Plat shall be administrative.

## Concept Plan Deadlines

You must submit by 5 PM on:	To be heard the meeting of:
November 23, 2018	January 08, 2019
December 28, 2018	February 12, 2019
January 25, 2019	March 12, 2019
February 22, 2019	April 09, 2019
March 29, 2019	May 14, 2019
April 26, 2019	June 11, 2019
May 24, 2019	July 09, 2019
June 28, 2019	August 13, 2019
July 26, 2019	September 10, 2019
August 23, 2019	October 08, 2019
September 27, 2019	November 12, 2019
October 25, 2019	December 10, 2019

\*This deadline is 45 calendar days prior to the meeting to allow for review and public notice per Section 24.106 J (for Subdivisions) and Section 24.119J (for Site Plans) of the Jefferson County Subdivision Regulations.