

**Town of Pulaski Department of Planning and Zoning**  
**Approximate Schedule for Zoning Applications**

<b>Application Preparation and Submission</b>	
	<b>Pre-Application Meeting(s)</b> Planning and Zoning Staff are available to answer any questions related to the application during regular business hours - 8:30 AM-5:00 PM Monday - Friday
2nd Tuesday of Each Month	<b>Monthly Deadline for Application Submittal</b>
Within 3 Business Days	<b>Departmental Determination of Completeness</b> Application is deemed to be complete and accepted for review or deemed incomplete and applicant is notified of deficiencies

<b>Review Process for Complete Application</b>		
<b>Month 1</b>	3rd Tuesday of Month	<b>Public Hearing Dates set by Town Council</b>
		<b>Public Notification Period</b> Notice of upcoming Planning Commission public hearing provided to general public and adjacent property owners
<b>Month 2</b>	2nd Monday of Month	<b>Planning Commission Public Hearing</b> Public Hearing and Consideration by Planning Commission
		<b>Public Notification Period</b> Notice of upcoming Town Council public hearing provided to general public and adjacent property owners
<b>Month 3</b>	1st Tuesday of Month	<b>Town Council Public Hearing</b> Public Hearing and Consideration by Town Council

*\*This schedule may be adjusted based on the need for additional information or if the Planning Commission and/or Town Council fails to take action on a specified date*

## Planning and Zoning Application Review Process

### **Pre-Application Meeting(s)**

Applicants meet with Planning and Zoning staff to discuss the prospective project prior to application submission. These meetings provide staff the opportunity to provide detail and clarification for applicants on existing zoning regulations and the impact of those regulations on proposed projects. Staff also details the review process and timeline with the applicants during these meetings.

### **Application Submission**

Applicants are expected to provide the completed application, supplemental materials, and payment of associated fees by the second business day of each month. This submission deadline ensures adequate time for Planning and Zoning Staff to review applications prior to requesting Council to set public hearing dates.

### **Departmental Review**

Planning and Zoning staff review submitted applications to ensure that the information provided on the application is complete and correct, and that all necessary supplemental materials are included. Planning and Zoning staff may also need to consult with other departments during this time period. If the application and supplemental materials are deemed complete, Planning and Zoning staff will proceed to ask Town Council to set the required public hearing dates. If materials are deemed to be incomplete, staff will work with the property owner to correct deficiencies for resubmission. Review of submitted applications will be completed within three business days of receipt of applications.

### **Public Hearing Dates Set**

Applications deemed complete will then be advanced to public hearings. Planning and Zoning staff will provide recommendations on hearing dates for the Planning Commission and Town Council to receive public comment and for the respective bodies to take action on the requests. Town Council will be asked to set these hearing dates at their work session on the third Tuesday of each month. *Please note that not all applications will require review by the Planning Commission.*

### **Public Notification Period for Planning Commission Public Hearing**

Once public hearing dates have been set by Town Council, Planning and Zoning staff will begin promoting the upcoming public hearing, in accordance with the Code of Virginia. Notification of the hearing will be printed in the Southwest Times, running for two weeks. Owners of the adjacent properties will also be notified by Certified Mail of the public hearing.

### **Planning Commission Public Hearing**

The Planning Commission holds the public hearing and considers action on the request. The Planning Commission then generates a resolution to Town Council relaying their determination to members of Town Council.

### **Public Notification Period for Town Council Public Hearing**

Planning and Zoning staff will begin promoting the upcoming public hearing, in accordance with the Code of Virginia. Notification of the hearing will be printed in the Southwest Times, running for two weeks. Owners of the adjacent properties will also be notified by Certified Mail of the public hearing.

### **Town Council Public Hearing**

Town Council holds the public hearing, reviews the resolution submitted by the Planning Commission, and considers action on the request.