# Community Services Department Planning and Building MASTER PLAN AMENDMENT APPLICATION



Community Services Department Planning and Building 1001 E. Ninth St., Bldg. A Reno, NV 89512-2845

Telephone: 775.328.6100

## Master Plan Amendment

Washoe County Code (WCC) Chapter 110, Article 820, Amendment of the Master Plan, provides the method for amending the Master Plan, including requests to change a master plan designation affecting a parcel of land or a portion of a parcel. A Master Plan Amendment may be initiated by the Board of County Commissioners, by the Director of Planning and Building, or an owner of real property or the property owner's authorized agent may initiate an amendment by submitting an application. See WCC 110.820, for further information.

## **Development Application Submittal Requirements**

Applications are accepted on the 8<sup>th</sup> of January, May, and September. If the 8<sup>th</sup> falls on a non-business day, applications will be accepted on the next business day.

#### If you are submitting your application online, you may do so at <u>OneNV.us</u>

- 1. Fees: See Master Fee Schedule. Most payments can be made directly through the OneNV.us portal. If you would like to pay by check, please make the check payable to Washoe County and bring your application and payment to the Community Services Department (CSD).
- 2. Development Application: A completed Washoe County Development Application form.
- 3. **Owner Affidavit:** The Owner Affidavit must be signed and notarized by all owners of the property subject to the application request.
- 4. **Proof of Property Tax Payment:** The applicant must provide a written statement from the Washoe County Treasurer's Office indicating all property taxes for the current quarter of the fiscal year on the land have been paid.
- 5. **Neighborhood Meeting:** This project may require a Neighborhood Meeting to be held prior to application submittal. Please contact Washoe County Planning at <u>Planning@washoecounty.gov</u> or by phone at 775-328-6100 to discuss requirements.
- 6. Application Materials: The completed Master Plan Amendment Application materials.
- 7. **Traffic Impact Report:** Traffic impact reports are required whenever the proposed amendment will create the potential to generate 80 or more weekday peak hour trips as determined using the latest edition of the Institute of Transportation Engineers (ITE) trip generation rates or other such sources, as may be acceptable by Washoe County Engineering. Projects with less than 200 peak hour trips may not need to perform an impact analysis for future years. Traffic consultants are encouraged to contact Engineering staff prior to preparing a traffic impact report.
- 8. Application Map Specifications: If this request involves a change to a map within the Master Plan, provide а map to be drawn using standard engineering scales (e.g. scale  $1^{"} = 100^{\circ}$ ,  $1^{"} = 200^{\circ}$ , or  $1^{"} = 500^{\circ}$ ) clearly depicting the area subject to the request, in relationship to the exterior property lines. All dimensions and area values shall be clearly labeled and appropriate symbols and/or line types shall be included in the map legend to depict the map intent.
- 9. Compliance with Planning Area Special Requirements: Several planning areas (e.g. North Valleys, South Valleys, etc.) have additional submittal requirements, especially related to proof of sufficient water rights to serve the proposed master plan amendment. Please consult the Master Plan and the Washoe County Development Code, Division Two, for the planning area(s) to be impacted prior to submitting a Master Plan Amendment Application.
- 10. Digital File: If this request involves a change to a map within the Master Plan, the applicant must provide an electronic file representing the scale, location, and size (in acres) of the proposed Master Plan changes. The file shall match any exhibits and/or acreage information contained within the original paper application. Preferred file format will be compatible with ESRI Geographic Information System (GIS) software technology (AutoCAD files are acceptable but should only include the polygon

layer information necessary to determine the location and size of the proposed land use change request). The data provided will be used by staff to create a "side-by-side" comparison map of existing and proposed land use and will also be the basis for official changes to the Washoe County land use database should the request be approved. The data may also be used for three dimensional (3D) modeling of the request during the permit review and public hearing process.

11. Submission Packets: One (1) packet and a flash drive. Any digital documents need to have a resolution of 300 dpi. If materials are unreadable, you will be asked to provide a higher quality copy. The packet shall include one (1) 8.5" x 11" reduction of any applicable site plan, development plan, and/or application map. Labeling on these reproductions should be no smaller than 8 point on the 8.5" x 11" display. Large format sheets should be included in a slide pocket(s). Any specialized reports identified above shall be included as attachments or appendices and be annotated as such.

#### Notes:

- (i) Application and map submittals must comply with all specific criteria as established in the Washoe County Development Code and/or the Nevada Revised Statutes.
- (ii) Appropriate map engineering and building architectural scales are subject to the approval of the Planning and Building and/or Engineering and Capital Projects.
- (iii) All oversized maps and plans must be folded to a 9" x 12" size.
- (iv) Based on the specific nature of the development request, Washoe County reserves the right to specify additional submittal packets, additional information and/or specialized studies that clarify the potential impacts and potential conditions of development in order to minimize or mitigate impacts resulting from the project. No application shall be processed until the information necessary to review and evaluate the proposed project is deemed complete by the Director of Planning and Building.
- (v) Labels: If the assigned planner determines the abandonment will affect the access to a mobile home park, the applicant will be required to submit a list of mailing addresses for every tenant residing in the mobile home park.
- (vi) Master Plan Amendments that propose a change to the Vision or Character Statement or any of their associated goals and/or policies of an Area Plan may require a series of community visioning workshops with the applicable Citizen Advisory Board(s). Please see the Plan Maintenance section of the subject Area Plan for more information.

# **Washoe County Development Application**

Your entire application is a public record. If you have a concern about releasing personal information, please contact Planning and Building staff at 775.328.6100.

Project Name:  Project Address:  Project Address:  Project Address:  Project Area (acres or square feet):  Project Location (with point of reference to major cross streets AND area locator):  Assessor's Parcel No.(s):  Parcel Acreage:  Assessor's Parcel No.(s): Parcel Acreage:  Assessor's Parcel No.(s): Parcel Acreage:  Assessor's Parcel No.(s): Parcel Acreage:  Assessor's Parcel No.(s): Parcel Acreage: Assessor's Parcel No.(s): Parcel Acreage: Assessor's Parcel No.(s): Parcel Acreage: Assessor's Parcel No.(s): Parcel Acreage: Assessor's Parcel No.(s): Parcel Acreage: Assessor's Parcel No.(s): Parcel Acreage: Assessor's Parcel No.(s): Parcel Acreage: Assessor's Parcel No.(s): Parcel Acreage: Assessor's Parcel No.(s): Parcel Acreage: Assessor's Parcel No.(s): Parcel Acreage: Assessor's Parcel No.(s): Parcel Acreage: Assessor's Parcel No.(s): Parcel Acreage: Assessor's Parcel No.(s): Parcel Acreage: Assessor's Parcel No.(s): Parcel Acreage: Assessor's Parcel No.(s): Parcel Acreage: Assessor's Parcel No.(s): Parcel Acreage: Assessor's Parcel No.(s): Parcel Acreage: Assessor's Parcel No.(s): Contact Person: Conta	Project Information s		Staff Assigned Case No.:	
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## Master Plan Amendment Supplemental Information

(All required information may be separately attached)

The Washoe County Master Plan describes how the physical character of the County exists today and is planned for the future. The plan is adopted by the community and contains information, policies and a series of land use maps. The Master Plan provides the essential framework for creating a healthy community system and helps guide decisions about growth and development in the County. The following are general types of requests the County receives to amend the Master Plan. Please identify which type of amendment you are requesting:

A request to change a master plan designation(s) from the adopted master plan and/or area plan maps
 A request to add, amend, modify or delete any of the adopted policies found in the elements of the Master Plan
 A request to add, amend, modify or delete any of the adopted policies in the area plans and/or specific language found in the area plans
 Other (please identify):

Please complete this questionnaire to ensure consistent review of your request to amend the Washoe County Master Plan. Staff will review the application to determine if the amendment request is in conformance with the policies and language within the elements and area plans of the Master Plan or if the information provided supports a change to the plan. Please provide an explanation to all questions; attach additional sheets if necessary.

- 1. What is the Master Plan amendment being requested at this time?
- 2. What conditions have changed and/or new studies have occurred since the adoption of the Washoe County Master Plan that supports the need for the amendment request?
- 3. Please provide the following specific information:
  - a. What is the location (address or distance and direction from the nearest intersection of the subject property)? Attach, for map amendments, a legal description. For all other amendments, what is the area subject to the request?

b. Please list the following proposed changes (attach additional sheet if necessary):

Assessor's Parcel Number	Master Plan Designation	Existing Acres	Proposed Master Plan Designation	Proposed Acres

c. What are the adopted land use designations of adjacent parcels?

North	
South	
East	
West	

- 4. Describe the existing conditions and uses located at the site or in the vicinity (i.e. vacant land, roadways, buildings, etc.).
- 5. Describe the natural resources associated with the site under consideration. Your description should include resource characteristics such as water bodies, vegetation, topography, minerals, soils and wildlife habitat.
- 6. Describe whether any of the following natural resources or systems are related to the proposed amendment:
  - a. Is property located in the 100-year floodplain? (If yes, attach documentation of the extent of the floodplain and any proposed floodplain map revisions in compliance with Washoe County Development Code, Article 416, Flood Hazards, and consultation with the Washoe County Engineering & Capital Projects Division.)

Yes	□ No

Explanation:

b. Does property contain wetlands? (If yes, attach a preliminary delineation map and describe the impact the proposal will have on the wetlands. Impacts to the wetlands may require a permit issued from the U.S. Army Corps of Engineers.)

Explanation:

c. Does the property contain slopes or hillsides in excess of 15 percent and/or significant ridgelines? (If yes, submit the slope analysis requirements as contained in Article 424, Hillside Development of the Washoe County Development Code.)

□ Yes	D No
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Explanation:

d. Does the property contain geologic hazards such as active faults, hillside, or mountainous areas? Is it subject to avalanches, landslides, or flash floods? Near a stream or riparian area such as the Truckee River, and/or an area of groundwater recharge? If the answer is yes to any of the above, check yes and provide an explanation.

Explanation:

e. Does the property contain prime farmland, within a wildfire hazard area, geothermal or mining area, and/or wildlife mitigation route? If the answer is yes to any of the above, check yes and provide an explanation.

□ Yes	□ No

Explanation:

7. Are any archaeological, historic, cultural, or scenic resources in the vicinity or associated with the proposed amendment? If the answer is yes to any of the above, check yes and provide an explanation.

□ Yes □ No

Explanation:

8. Do you own sufficient water rights to accommodate the proposed amendment? (Amendment requests in some groundwater hydrographic basins [e.g. Cold Springs, Warm Springs, etc.] require proof of water rights be submitted with applications. Provide copies of all water rights documents, including chain of title to the original water right holder.)

Yes No

Washoe County Planning and Building MASTER PLAN AMENDMENT SUPPLEMENTAL INFORMATION

If yes, please identify the following quantities and documentation numbers relative to the water rights. Please attach a copy(s) of the water rights title (as filed with the State Engineer in the Division of Water Resources of the Department of Conservation and Natural Resources).

a. Permit #	acre-feet per year
b. Certificate #	acre-feet per year
c. Surface Claim #	acre-feet per year
d. Other #	acre-feet per year

- a. If the proposed amendment involves an intensification of land use, please identify how sufficient water rights will be available to serve the additional development.
- 9. Please describe the source and timing of the water facilities necessary to serve the amendment.
  - a. System Type:

Individual wells		
Private water	Provider:	
Public water	Provider:	

b. Available:

□ Now □ 1-3 years □ 3-5 years □ 5+ years
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- c. If a public facility is proposed and is currently not available, please describe the funding mechanism for ensuring availability of water service.
- 10. What is the nature and timing of sewer services necessary to accommodate the proposed amendment?
  - a. System Type:

Individual septic		
Public system	Provider:	

b. Available:

Now     I-3 years	3-5 years	5+ years
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- c. If a public facility is proposed and is currently not available, please describe the funding mechanism for ensuring availability of sewer service. If a private system is proposed, please describe the system and the recommended location(s) for the proposed facility.
- 11. Please identify the street names and highways near the proposed amendment that will carry traffic to the regional freeway system.

12. Will the proposed amendment impact existing or planned transportation systems? (If yes, a traffic report will be required.)

Yes	🖵 No

13. Community Services (provided and nearest facility):

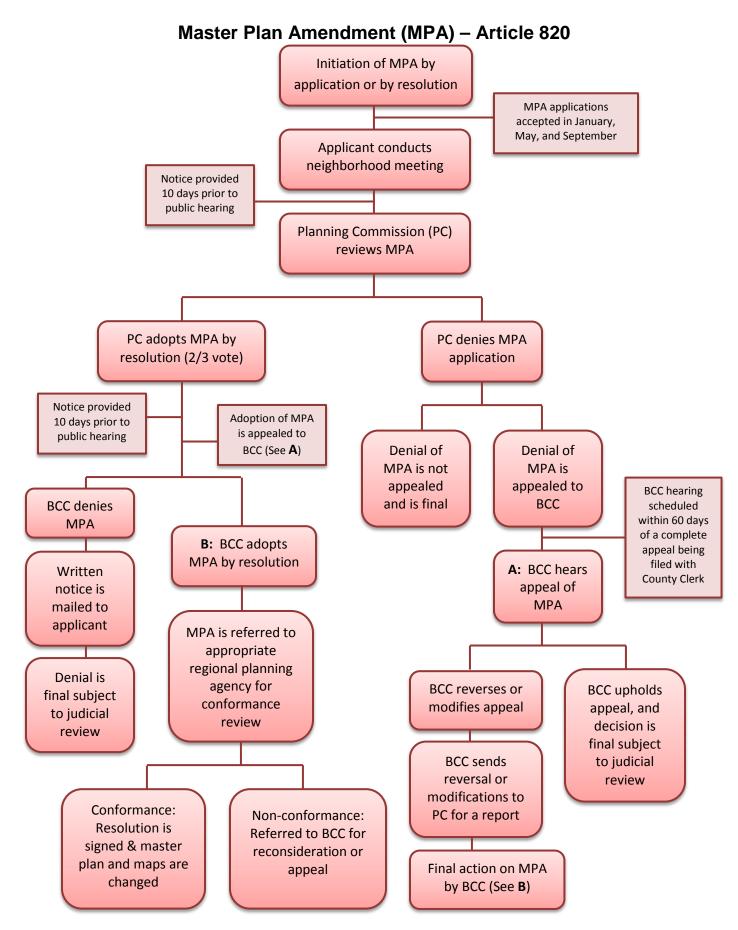
a. Fire Station	
b. Health Care Facility	
c. Elementary School	
d. Middle School	
e. High School	
f. Parks	
g. Library	
h. Citifare Bus Stop	

- 14. Describe how the proposed amendment fosters, promotes, or complies with the policies of the adopted area plans and elements of the Washoe County Master Plan.
  - a. Population Element:
  - b. Conservation Element:
  - c. Housing Element:
  - d. Land Use and Transportation Element:
  - e. Public Services and Facilities Element:
  - f. Adopted area plan(s):
- 15. If the area plan includes a <u>Plan Maintenance</u> component, address all policies and attach all studies and analysis required by the Plan Maintenance criteria.

#### **Applicant Comments**

This page can be used by the applicant to support the master plan amendment request and should address, at a minimum, how one or more of the findings for an amendment is satisfied. (Please refer to Article 820 of the Washoe County Development Code for the list of Findings.)





This flowchart is an overview of this development application process and is not intended to be a comprehensive guide. Please refer to the Development Code Article shown above for more complete information about the application, to include specifics on notice, internal and external agency review.

# Community Services Department Planning and Building REGULATORY ZONE AMENDMENT APPLICATION



Community Services Department Planning and Building 1001 E. Ninth St., Bldg. A Reno, NV 89512-2845

Telephone: 775.328.6100

## **Regulatory Zone Amendment**

Washoe County Code (WCC) Chapter 110, Article 821, Amendment of Regulatory Zone, provides for the method for amending the Regulatory Zone map, including requests to change a Regulatory Zone affecting a parcel of land or a portion of a parcel. A Regulatory Zone Amendment may be initiated by the Board of County Commissioners, by the Director of Planning and Building, or an owner of real property or the property owner's authorized agent may initiate an amendment by submitting an application. See WCC 110.821 for further information.

## **Development Application Submittal Requirements**

Applications are accepted on the 8<sup>th</sup> of each month. If the 8<sup>th</sup> falls on a non-business day, applications will be accepted on the next business day.

#### If you are submitting your application online, you may do so at <u>OneNV.us</u>

- 1. Fees: See Master Fee Schedule. Most payments can be made directly through the OneNV.us portal. If you would like to pay by check, please make the check payable to Washoe County and bring your application and payment to the Community Services Department (CSD).
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- 6. Application Materials: The completed Regulatory Zone Amendment Application materials.
- 7. Application Map Specifications: Map to be drawn using standard engineering scales (e.g. scale 1" = 100', 1" = 200', or 1" = 500') clearly depicting the area subject to the request, in relationship to the exterior property lines. All dimensions and area values shall be clearly labeled, and appropriate symbols and/or line types shall be included in the map legend to depict the map intent.
- 8. **Compliance with Planning Area Special Requirements:** Several planning areas (e.g. North Valleys, South Valleys, etc.) have additional submittal requirements, especially related to proof of sufficient water rights to serve the proposed land use. Please consult the Master Plan and the Washoe County Development Code, Division Two, for the planning area(s) to be impacted prior to submitting a Regulatory Zone Amendment Application.
- 9. Submission Packets: One (1) packet and a flash drive. Any digital documents need to have a resolution of 300 dpi. If materials are unreadable, you will be asked to provide a higher quality copy. The packet shall include one (1) 8.5" x 11" reduction of any applicable site plan, development plan, and/or application map. Labeling on these reproductions should be no smaller than 8 point on the 8.5" x 11" display. Large format sheets should be included in a slide pocket(s). Any specialized reports identified above shall be included as attachments or appendices and be annotated as such.

#### Notes:

(i) Application and map submittals must comply with all specific criteria as established in the Washoe County Development Code and/or the Nevada Revised Statutes.

- (ii) Appropriate map engineering and building architectural scales are subject to the approval of the Planning and Building and/or Engineering and Capital Projects.
- (iii) All oversized maps and plans must be folded to a 9" x 12" size.
- (iv) Based on the specific nature of the development request, Washoe County reserves the right to specify additional submittal packets, additional information and/or specialized studies that clarify the potential impacts and potential conditions of development in order to minimize or mitigate impacts resulting from the project. No application shall be processed until the information necessary to review and evaluate the proposed project is deemed complete by the Director of Planning and Building.
- (v) Labels: If the assigned planner determines the abandonment will affect the access to a mobile home park, the applicant will be required to submit a list of mailing addresses for every tenant residing in the mobile home park.

# **Washoe County Development Application**

Your entire application is a public record. If you have a concern about releasing personal information, please contact Planning and Building staff at 775.328.6100.

Project Name:         Project Address:         Project Address:         Project Area (acres or square feet):         Project Location (with point of reference to major cross streets AND area locator):         Assessor's Parcel No.(s):       Parcel Acreage:         Address:       Address:       Zip:         Contact Person:       Contact Pe	Project Information	S	Staff Assigned Case No.:	
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## Regulatory Zone Amendment Supplemental Information

(All required information may be separately attached)

Please complete the following supplemental information to ensure consistent review of your request to amend the Washoe County Zoning Map. Please provide a brief explanation to all questions answered in the affirmative.

- 1. List the Following information regarding the property subject to the Regulatory Zone Amendment.
  - a. What is the location (address, distance and direction from nearest intersection)?
  - b. Please list the following proposed changes (attach additional sheet if necessary).

APN of Parcel	Master Plan Designation	Current Zoning	Existing Acres	Proposed Zoning	Proposed Acres

c. What are the regulatory zone designations of adjacent parcels?

	Zoning	Use (residential, vacant, commercial, etc,)
North		
South		
East		
West		

- 3. Describe the existing conditions and uses located on the site (i.e. vacant land, roadways, easements, buildings, etc.).
- 4. Describe the natural resources associated with the site under consideration. Your description should include resource characteristics such as water bodies, vegetation, topography, minerals, soils, and wildlife habitat.

5. Does the property contain development constraints such as floodplain or floodways, wetlands, slopes, or hillsides in excess of 15%, geologic hazards such as active faults, significant hydrologic resources, or major drainages or prime farmland?

Yes, provide map identifying locations	🖵 No
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6. Is the site located in an area where there is potentially an archeological, historic, or scenic resource?

<b>–</b> '	Yes	🗅 No

Explanation:

7. Are there sufficient water rights to accommodate the proposed amendment? Please provide copies of all water rights documents, including chain of title to the original water right holder.)

	□ Yes □
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If yes, please identify the following quantities and documentation numbers relative to the water rights:

a. Permit #	acre-feet per year	
b. Certificate #	acre-feet per year	
c. Surface Claim #	acre-feet per year	
d. Other #	acre-feet per year	

- a. Title of those rights (as filed with the State Engineer in the Division of Water Resources of the Department of Conservation and Natural Resources):
- b. If the proposed amendment involves an intensification of land use, please identify how sufficient water rights will be available to serve the additional development.
- 8. Please describe the source and timing of the water facilities necessary to serve the amendment.
  - a. System Type:

Individual wells		
Private water	Provider:	
Public water	Provider:	

b. Available:

□ Now □ 1-3 years □ 3-5 years □ 5+ years
--

c. Is this part of a Washoe County Capital Improvements Program project?

Yes	No

- d. If a public facility is proposed and is currently not listed in the Washoe County Capital Improvements Program or not available, please describe the funding mechanism for ensuring availability of water service.
- 9. What is the nature and timing of sewer services necessary to accommodate the proposed amendment?
  - a. System Type:

Individual septic		
Public system	Provider:	

b. Available:

Now	1-3 years	3-5 years	5+ years
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c. Is this part of a Washoe County Capital Improvements Program project?

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- d. If a public facility is proposed and is currently not listed in the Washoe County Capital Improvements Program or not available, please describe the funding mechanism for ensuring availability of sewer service. If a private system is proposed, please describe the system and the recommended location(s) for the proposed facility.
- 10. Please identify the street names and highways near the proposed amendment that will carry traffic to the regional freeway system.
- 11. Will the proposed amendment impact existing or planned transportation systems? (If yes, a traffic report is required.)

□ Yes □ No

12. Community Services (provided name, address and distance to nearest facility).

a. Fire Station	
b. Health Care Facility	
c. Elementary School	
d. Middle School	
e. High School	
f. Parks	
g. Library	
h. Citifare Bus Stop	

#### Projects of Regional Significance Information For Regulatory Zone Amendments

Nevada Revised Statutes 278.026 defines "Projects of Regional Significance". Regulatory Zone amendment requests for properties within the jurisdiction of the Truckee Meadows Regional Planning Commission (TMRPC) must respond to the following questions. A "Yes" answer to any of the following questions may result in the application being referred first to the Truckee Meadows Regional Planning Agency (TMRPA) for submission as a project of regional significance. Applicants should consult with County or Regional Planning staff if uncertain about the meaning or applicability of these questions.

1. Will the full development potential of the Regulatory Zone amendment increase employment by not less than 938 employees?

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2. Will the full development potential of the Regulatory Zone amendment increase housing by 625 or more units?

□ Yes	🖵 No
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3. Will the full development potential of the Regulatory Zone amendment increase hotel accommodations by 625 or more rooms?

Yes

4. Will the full development potential of the Regulatory Zone amendment increase sewage by 187,500 gallons or more per day?

	Yes	🗅 No
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🛛 No

5. Will the full development potential of the Regulatory Zone amendment increase water usage by 625 acre-feet or more per year?

□ Yes □ No

6. Will the full development potential of the Regulatory Zone amendment increase traffic by 6,250 or more average daily trips?

🗅 Yes	🖵 No

7. Will the full development potential of the Regulatory Zone amendment increase the student population from kindergarten to 12<sup>th</sup> grade by 325 students or more?

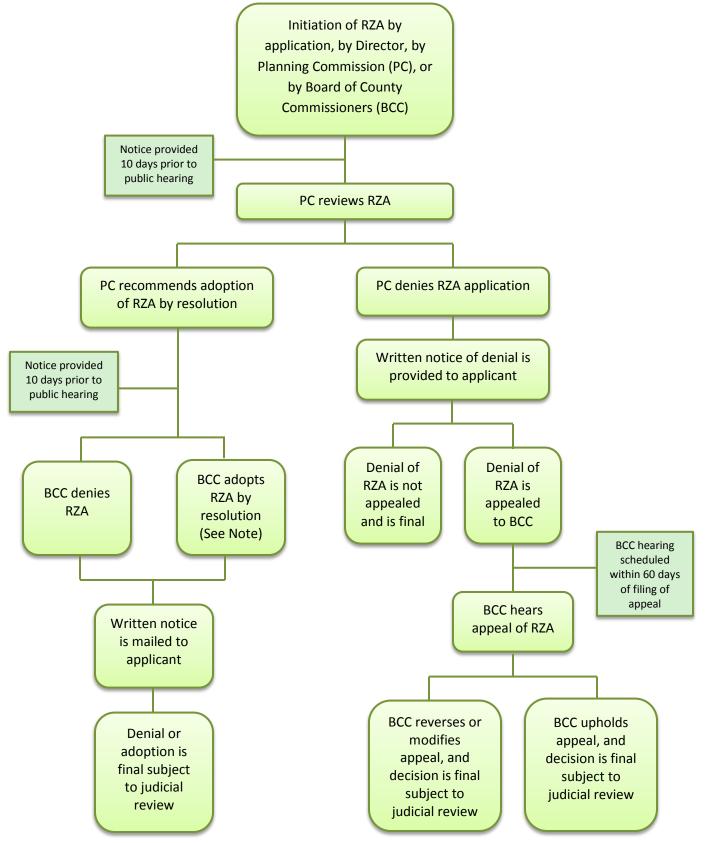
□ Yes	🗖 No
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## **Regulatory Zone Amendment Findings**

Please attach written statements that addresses how the required findings for a Regulatory Zone Amendment and any goals and policies of the affected Area Plan, are being address by this proposal. Below are the required finds as listed in the Washoe County Development Code, Article 821. The individual Area Plans are available on the Washoe County web page, under Planning.

- **<u>Findings.</u>** To make a recommendation for approval, all of the following findings must be made by the Commission:
  - (1) <u>Consistency with Master Plan.</u> The proposed amendment is in substantial compliance with the policies and action programs of the Master Plan.
  - (2) <u>Compatible Land Uses.</u> The proposed amendment will provide for land uses compatible with (existing or planned) adjacent land uses, and will not adversely impact the public health, safety or welfare.
  - (3) <u>Response to Change Conditions; more desirable use.</u> The proposed amendment responds to changed conditions or further studies that have occurred since the plan was adopted by the Board of County Commissioners, and the requested amendment represents a more desirable utilization of land.
  - (4) <u>Availability of Facilities.</u> There are or are planned to be adequate transportation, recreation, utility, and other facilities to accommodate the uses and densities permitted by the proposed amendment.
  - (5) <u>No Adverse Effects.</u> The proposed amendment will not adversely affect the implementation of the policies and action programs of the Washoe County Master Plan.
  - (6) <u>Desired Pattern of Growth.</u> The proposed amendment will promote the desired pattern for the orderly physical growth of the County and guides development of the County based on the projected population growth with the least amount of natural resource impairment and the efficient expenditure of funds for public services.
  - (7) <u>Effect on a Military Installation When a Military Installation is Required to be Noticed.</u> The proposed amendment will not affect the location, purpose and mission of a military installation.

## Regulatory Zone Amendment (RZA) – Article 821



Note: If the RZA is processed concurrently with a Master Plan Amendment (MPA), then final adoption of the RZA is contingent upon the BCC adopting the MPA and the MPA subsequently being found in conformance with the appropriate regional plan.

This flowchart is an overview of this development application process and is not intended to be a comprehensive guide. Please refer to the Development Code Article shown above for more complete information about the application, to include specifics on notice, internal and external agency review.