

**ARTICLE XI**  
**REVIEW PROCESSES AND PROCEDURES**

**Subpart A. Site Plan Review and Approval**

**§200A-295. General**

*Site Plans* shall contain all applicable information as required herein and shall adhere to the applicable review and approval process as outlined in this subpart. To lessen the time required to obtain all necessary approvals, the *Site Plan* approval processes may run concurrently with a *building* plan review, an application for a land-disturbing permit, or other applications for approvals required for the particular development. When a watershed development plan approval is required, that approval shall be a prerequisite to *Site Plan* approval. *Site Plans* are required where the individual consideration of design, configuration and/or operation of a *use* at a proposed site is/are necessary to ensure site appropriateness, compatibility with surrounding *uses* and the protection of the public health, safety and welfare.

**§200A-296. Communication Facility Site Plan Review.**

- A. Approval Authority. *Communication Facilities Administrator*.
- B. Staff Review. The *Communication Facilities Administrator* shall review the proposal and determine its completeness, finding that the regulations of this Chapter that set forth specific development standards (see SR 9.3 (Communication Facilities) and (§200A-316 (Category One (1) or Two (2) Communication Facility Permits) and §200A-317 (Category Three (3) Communication Facility Permits)) have been met.
- C. Permit Validity. The *Communication Facilities Administrator* or Zoning Board of Adjustment (*ZBA*) (as determined by facility category) shall grant the applicable *Communication Facility Permit*, in accordance with the process outlined in this section, only after review and approval of the *site plan*.

**§200A-297. Manufactured Home Park (MHP) Site Plan Review**

- A. Approval Authority. Technical Review Committee (*TRC*).
- B. Staff Review. All members of the *TRC* shall sign off on the proposal for approval. The *TRC* shall not approve a *site plan* unless it makes written findings that the regulations of this Chapter that set forth specific development standards have been met. The *TRC* shall take action within 30 days of reviewing the *site plan*.
  - (1) Approval. The proposal meets all requirements of this Chapter, and other statutes, ordinances and regulations of the County as submitted and is approved. If the *site plan* is approved by the *TRC* the *applicant* may proceed with other requirements necessary to obtain a building permit.
  - (2) Conditional Approval. The proposal exhibits only minor deficiencies with regard to this Chapter and other statutes, ordinances and regulations of the County and, after corrections have been made, can be approved. If the *site plan* is granted conditional approval by the *TRC* the *applicant* shall revise and resubmit the *site plan* to the *MHP Administrator*. The *MHP Administrator* shall review the revised

*site plan* and, if it meets the approval conditions and is otherwise substantially unaltered, shall signify on the plan the change from conditional approval to approval. The *MHP Administrator* has the right to resubmit the revised *site plan* to the *TRC* for complete review if deemed necessary. If the *site plan* is not revised within 60 days to meet the approval conditions, or the *applicant* notified the *MHP Administrator* of unwillingness to revise the *site plan*, it shall be deemed denied.

- (3) Denial. The proposal cannot be approved as it exhibits deficiencies and/or is not in compliance with this Chapter or other statutes, ordinances and regulations of the County which make it completely ineligible for revision and resubmittal. If the *TRC* denies the *site plan*, reasons for the denial shall be stated in writing.
- C. Permit Validity. The *MHP Administrator* shall grant *MHP* Construction Permits and *MHP* Completion of Improvement Permits only after *TRC* review and approval of the *site plan*. Minor changes to the location, siting or character of *manufactured homes* or other *structures* may be authorized by the *MHP Administrator* if required by engineering or other circumstances not foreseen at the time the *site plan* was approved, provided that such changes adhere to the requirements set forth in this Chapter. Where such changes are major (including proposed increases to the number of units or non-*accessory structures*), the *site plan* shall be resubmitted and reviewed by the *TRC*.

**§200A-298. Minor Site Plan Review**

- A. Approval Authority. *Zoning Administrator*.
- B. Staff Review. The *Zoning Administrator* shall review the proposal and determine its completeness, finding that the regulations of this Chapter that set forth specific development standards have been met.
- C. Permit Validity. The *Zoning Administrator* shall issue a *zoning permit* for minor *site plans*, in accordance with the process outlined in this Chapter (see §200A-329 (*Zoning Permits*)), only after review and approval of the *site plan*.

**§200A-299. Major Site Plan Review**

- A. Approval Authority. Technical Review Committee (*TRC*).
- B. Staff Review. The *Zoning Administrator* shall meet with *applicants* in a pre-application conference prior to, or at the time of *site plan* submittal to provide information to the *applicant* regarding the review process and assist in the preparation of the submittal. The *Zoning Administrator*, after receiving the *site plan*, shall: (1) review the plan, (2) determine its completeness, (3) schedule the matter for consideration by the *TRC*, (4) notify the *applicant* of the *TRC*'s scheduled time, and (5) prepare a recommendation on the *site plan*. All members of the *TRC* shall sign off on the application for approval. The *TRC* shall not approve a *site plan* unless it makes written findings that the regulations of this Chapter have been met. The *TRC* shall take action within 30 days of reviewing the *site plan*. Any approval or denial of the request must be in writing and be permanently filed in the office of the *TRC* as a public record.

- (1) Approval. The proposal meets all requirements of this Chapter and other statutes, ordinances and regulations of the County as submitted and is approved. If the *site plan* is approved by the *TRC* the *applicant* may proceed with other requirements necessary to obtain a building permit.
  - (2) Conditional Approval. The proposal exhibits only minor deficiencies with regard to this Chapter and other statutes, ordinances and regulations of the County and, after corrections have been made, can be approved. If the *site plan* is granted conditional approval by the *TRC* the *applicant* shall revise and resubmit the *site plan* to the *Zoning Administrator*. The *Zoning Administrator* shall review the revised *site plan* and, if it meets the approval conditions and is otherwise substantially unaltered, shall signify on the plan the change from conditional approval to approval. The *Zoning Administrator* has the right to resubmit the revised *site plan* to the *TRC* for complete review if deemed necessary. If the *site plan* is not revised within 60 days to meet the approval conditions, or the *applicant* notified the *Zoning Administrator* of unwillingness to revise the *site plan*, it shall be deemed denied.
  - (3) Denial. The proposal cannot be approved as it exhibits deficiencies and/or is not in compliance with this Chapter or other statutes, ordinances and regulations of the County which make it completely ineligible for revision and resubmittal. If the *TRC* denies the *site plan*, reasons for the denial shall be stated in writing and the *site plan* may be revised and resubmitted.
- C. Permit Validity. No permit shall be issued by the *TRC*; however, no permit for any *use* requiring a major *site plan* may be issued without proof of *TRC* review and approval.

**§200A-300. Reserved**

**§200A-301. Reserved**

**§200A-302. Reserved**

#### **Subpart B. Soil Erosion and Sedimentation Control Plan Review and Approval**

**§200A-303. Soil Erosion and Sedimentation Control Plan Review and Approval (See §200A-224 (Erosion and Sedimentation Control Plans))**

#### **Subpart C. Subdivision Review and Approval**

**§200A-304. General**

All *subdivision* applications, plans and *plats* shall contain all applicable information as required in this Subpart and shall adhere to the applicable review and approval process.

**§200A-305. Review for Minor, Special and Nonstandard Subdivisions**

- A. Approval Authority. *Subdivision Administrator*.