

Major Development Applications and Process For:

Planning & Zoning

[PUD](#)

[PUD Major Amendment](#)

[Special Use, Zoning](#)

[Re-Zoning](#)

Board of Adjustment

[Special Exception](#)

[Variance](#)

Pre- Application Conference with Community Development Director



Application and Required Material(s) Submittal



Notice of Public Meeting or Public Hearing and Posting of Property



Application Fees Due BEFORE Public Meeting or Hearing



Public Meeting or Hearing Before Appropriate Board (Planning & Zoning or Board of Adjustment)

Step 1: Pre-Application Conference. A pre-application conference is mandatory for all major development applications. The Community Development Director may grant a waiver from the requirement for a pre-application conference upon finding that the on-site and off-site impacts of the proposed development are likely to be minimal.

Step 2: Application Submittal and Required Material(s) Submittal. The Applicant shall submit a complete application and all applicable submittal material(s) in one package to the Community Development Department. The submittal will be reviewed for completeness.

After the initial application is determined to be complete, the Applicant shall not make any changes to the development application or any accompanying plans or information, unless changes or additional information is requested.

Step 3: Notice of Public Meeting or Public Hearing and Posting of Property. Notices of application must be sent out upon completion of application. If applicable, the Applicant will contact a local abstract company to supply the names and addresses for the surrounding property owners (radius report) according to the required distance radius and promptly deliver to the City of Pryor Creek Community Development Department. Radius Report Fee is responsibility of the Applicant.

Step 4: Application Fees Due BEFORE Public Meeting or Hearing. Application and any incurred processing fees must be paid to the Community Development Department before Application is brought before the Board or Commission.

Step 5: Public Meeting or Hearing Before Appropriate Board (Planning & Zoning or Board of Adjustment). Unless waived, public meetings/hearings are required for all major applications. The Community Development Director may waive a meeting/hearing if it is determined that the development proposal would not have significant neighborhood impacts. The Director may also wait until after the application has been submitted and reviewed to determine if a meeting/hearing is appropriate based on the anticipated impacts of a development. The Community Development Director shall determine the applicability of this subsection to a development proposal at the pre-application conference.

The Planning & Zoning Commission or Board of Adjustment will hear major applications at a public meeting/hearing. Recommendations of the Planning & Zoning Commission are forwarded to the City Council for consideration.

The Community Development Director shall prepare a report to be presented to the Planning & Zoning Commission or Board of Adjustment. The report shall determine whether the application complies with all applicable standards, shall specify any areas of noncompliance, and shall conclude, when applicable, with a recommendation for application approval, approval with conditions, or denial. The report shall be made available to Planning & Zoning Commission or Board of Adjustment, the Applicant, and the public prior to the public meeting/hearing.

If applicable, the City Council will hear major applications at a regularly scheduled meeting following the public meeting of the Planning & Zoning Commission or Board of Adjustment.