

2020 CLARKE COUNTY DEPARTMENT OF PLANNING
Filing Deadlines for All Planning Commission Meetings or Public Hearings
(Rezoning, Special Use Permit, Site Plan, Major & Minor Subdivision)

PRE-APPLICATION CONFERENCE DEADLINE

Applicants for rezoning, special use permits, site plans, and subdivisions are required to hold a pre-application conference with Department Staff no less than seven (7) days prior to filing the application. The purpose of the conference is to ensure that the Applicant is aware of all submission requirements and can file a complete application by the desired deadline. The deadlines to hold the pre-application conference in order to meet the monthly application filing deadline are as follows:

Pre-Application Conference Deadline	
Friday, January 31 (for February 7 filing)	No August Meeting
Friday, February 28 (for March 6 filing)	Friday, August 28 (for September 4 filing)
Friday, March 27 (for April 3 filing)	Friday, September 25 (for October 2 filing)
Friday, April 30 (for May 1 filing)	Friday, October 30 (for November 6 filing)
Friday, May 29 (for June 5 filing)	Monday, November 27 (for December 4 filing)
Friday, July 3 (for July 10 filing)	Monday, January 4, 2021 (for January 8, 2021 filing)

APPLICATION FILING DEADLINE

All complete applications shall be filed with the Department of Planning by the deadline below in order to be considered by the Planning Commission (PC) at their next regular meeting. The Zoning Administrator shall review the application to determine whether all required elements have been provided including fees and completion of the pre-application conference with Department Staff. In the event that the application is incomplete, it will be returned unprocessed along with the fees to the applicant.

The Application Filing Deadline is 4:30PM on the first Friday of each month unless otherwise noted on the schedule. In the event that the Department of Planning is closed for inclement weather or other reason, the Application Filing Deadline will be extended by one week to the following Friday.

Application Filing Deadline	
Friday, February 7 (for March 6 PC meeting)	Friday, August 7 (for September 4 PC meeting)
Friday, March 6 (for April 3 PC meeting)	Friday, September 4 (for October 2 PC meeting)
Friday, April 3 (for May 1 PC meeting)	Friday, October 2 (for November 6 PC meeting)
Friday, May 1 (for June 5 PC meeting)	Friday, November 6 (for December 4 PC meeting)
Friday, June 5 (for July 10 PC meeting)	Friday, December 4 (for January 8, 2021 PC meeting)
No meeting in August	Friday, January 8 (for February 5, 2021 PC meeting)

FILING OF SUPPLEMENTAL MATERIALS

All supplemental materials filed by the Applicant to demonstrate compliance with the technical elements of an application shall be provided to the Planning Commission or Board of Supervisors no less than 14 days prior to the first public hearing date, and no less than 10 days prior to the date of any continued public hearing.

Any materials provided after this deadline shall not be considered by the Commission or Board at the scheduled public hearing. In the event that this deadline falls on a weekend or date in which the Department is closed, the deadline shall be the immediately preceding business day.

Following the filing of a complete minor subdivision application, the Applicant shall provide all new or revised materials no less than 3 business days prior to the work session meeting at which the Planning Commission is scheduled to consider the application. Any materials provided after this deadline shall not be forwarded to the Planning Commission for consideration until their next monthly meeting cycle.

DEADLINE TO REQUEST ADMINISTRATIVE DEFERRAL

An Applicant may request the Zoning Administrator to administratively defer an application that has been scheduled for public hearing. Requests for deferral shall be provided in writing prior to Department Staff finalizing the public hearing advertisement for the application with the Winchester Star. Public hearing advertisements are typically finalized three weeks prior to the public hearing date. Please contact the Department of Planning to determine the exact date of this deadline as the newspaper’s submission deadlines can vary.

Applicants that are granted an administrative deferral of their application by the Zoning Administrator will not be charged a re-advertising fee.

PLANNING COMMISSION AND BOARD OF SUPERVISORS MEETING DATES

Planning Commission and Board of Supervisors meeting dates for 2020 are listed below. Meeting dates are adopted annually at the Commission’s and Board’s organizational meetings in January. Meeting dates are subject to change or cancellation due to inclement weather or other unforeseen circumstances.

Planning Commission Work Session Dates	Planning Commission Business Meeting Dates	Board of Supervisors Meeting Dates
Tuesday, February 4	Friday, February 7	Tuesday, February 18
Tuesday, March 3	Friday, March 6	Tuesday, March 17
Tuesday, March 31	Friday, April 3	Tuesday, April 21
Tuesday, April 28	Friday, May 1	Tuesday, May 19
Tuesday, June 2	Friday, June 5	Tuesday, June 16
Tuesday, July 7*	Friday, July 10*	Tuesday, July 21
No August Meeting	No August Meeting	Tuesday, August 18
Tuesday, September 1	Friday, September 4	Tuesday, September 15
Tuesday, September 29	Friday, October 2	Tuesday, October 20
Tuesday, November 3	Friday, November 6	Tuesday, November 17
Tuesday, December 1	Friday, December 4	Tuesday, December 15
Tuesday, January 5, 2021**	Friday, January 8, 2021**	Tuesday, January 19, 2021

* Schedule deviation to avoid July 4 Holiday

** Schedule deviation to avoid January 1 Holiday