

# Planning Commission



The Planning Commission (PC) generally meets on the third Thursday of each month at 7:00 PM in the City Council Chambers, 3<sup>rd</sup> floor, North Augusta Municipal Center, 100 Georgia Avenue.

## 2018 Planning Commission Meeting Schedule

<b>January 18</b>	<b>April 19</b>	<b>July 19</b>	<b>October 18</b>
<b>February 15</b>	<b>May 17</b>	<b>August 16</b>	<b>November 15</b>
<b>March 15</b>	<b>June 21</b>	<b>September 20</b>	<b>December 20</b>

## **Submitting an Application to the Planning Commission**

The application process begins with an initial application submittal followed by a completeness review. The initial application and supporting documents are submitted to the Department of Planning and Development on the 2<sup>nd</sup> floor of the Municipal Center. Information required at initial submittal is listed by application type on the application checklist and in the North Augusta Development Code (NADC), both available in the Document Library on the City website, [www.northaugusta.net](http://www.northaugusta.net).

**Completeness Review** – An application is determined to be complete if the application form, required fee(s) and all applicable supporting documents have been submitted to and received by the City. An applicant will be notified when an application is determined complete or if additional information is required.

**Compliance Review** – Following a determination of completeness, application information and project plans are reviewed by City staff for compliance with applicable provisions of the NADC. If additional information or revised plan submittals are necessary, the applicant will be notified. An application is determined to be in compliance when it meets all applicable City policies, regulations and provisions of the NADC.

**Staff Approval** – Many development applications may be approved at the staff level. After a compliance review and after project plans have been determined to comply with the applicable provisions of the NADC, the application will be approved by staff and the applicant will be notified. The staff approval will be final and the applicant may proceed to apply for grading and building permits.

**Planning Commission Approval or Recommendation** – Some applications also require Planning Commission (PC) action. The PC is required to approve applications for major subdivision plans (preliminary plats), and major site plans. PC actions on property rezonings, text amendments and PD general development plans are recommendations to City Council. An application will be scheduled for consideration at a Planning Commission monthly meeting when it is determined to be complete and it complies with the applicable provisions of the NADC.

**Public Hearing** – Applications for property rezonings, text amendments and PD General Development Plan approval require public notice of a public hearing before the PC. Notices are distributed, the property is posted (if applicable) and the hearing is advertised in the newspaper and on the City website two weeks prior to the PC meeting.