

5. City Council public hearing

Required for **PUD, R-CR, SUP**

The City Council conducts a public hearing and issues a final decision. For the public hearing, a sign is posted on the property, a legal ad is run in the paper and notices are mailed to adjacent property owners. For Rezoning and Conditional Rezoning, if a valid protest petition is filed at least two business days prior to the public hearing, then a favorable vote of three-fourths of all the members of the Council is required to approve the rezoning or conditional rezoning. For Special Use Permits, if the proposed special use is located in the Courthouse Square Overlay District, the Historic Resources Commission is authorized to review and comment on the application, and its recommendation is sent directly to the Council.

6. Additional Steps for Major Subdivisions

Required for **Smj**

Once a preliminary plat for a major subdivision is approved by the subdivision commission, the subdivider has 12 months to submit construction plans for required improvements. Lots can be sold once improvements are substantially complete, but those lots may not be recorded until the final plat is approved. Once improvements are substantially complete, the subdivider may choose to supply a letter of credit or other form of assurance for an amount equal to 10% of the remaining cost of construction. With either completion of the improvements or a financial assurance of such, building permits may be issued.

7. Building Permit or Certificate of Occupancy

May be required for **PUD, R-CR, SPR, SUP, ZP**

For development that involves construction, a building permit and/or certificate of occupancy may be issued once all requirements have been met. In addition to these steps, a fire inspection may also be required.

Development Calendar

For important dates relating to rezoning, conditional rezoning, special use permits, and preliminary plans for major subdivisions please reference the development calendar on the Planning Board page of the website. This includes submission deadlines, TRC Meetings, Planning Board Meetings, and City Council Meetings.

Board of Adjustment

The Board of Adjustment hears and decides on appeals from decisions of the Zoning Enforcement Officer or City Planner and variances from the requirements of the Development Ordinance.

The Board is composed of five appointed individuals who also serve on the Graham Planning Board. It meets on an as-needed basis on the same night as the Planning Board.