

CITY OF OAK HILL - PLANNING COMMISSION PROCESS & SCHEDULE

Pre-Application Meeting / Initial City Comments (6 weeks before PC Meeting – see table on reverse for scheduled dates – meetings held 2pm to 4pm)

- Applicant's engineer meets with City Engineer and Building Official in **Pre-Application Meeting** (*subject to availability of City Staff*)
 - City Engineer and Building Official explain City requirements, applicable fees, and provide initial comments and direction.
 - PC Application and check for applicable fees must be submitted at this meeting.
 - This initial consultation is considered **INITIAL CITY COMMENTS** (*see ordinance-excerpts below for reference*).
- Applicant's engineer begins implementation of **INITIAL CITY COMMENTS** (*applicant's design team must continue to coordinate directly with City Engineer throughout the PC review process for site plan approval*).

Submittal Deadline (5 weeks before PC Meeting – see table on reverse for required date)

- **Official Submission Deadline for Planning Commission Meeting is 5th Tuesday before PC Meeting**
 - Applicant submits all required information [**NO SUBMISSION ACCEPTED WITHOUT CITY-APPROVAL IN PRE-AP**]:
 - Application for Planning Commission (email with plans)
 - Fee(s) for **Residential** applicants (mail or hand-delivery)
 - Residential Presentation Fee for PC: \$250
 - Residential Steep Slope Review Fee (2 reviews): \$1000
 - Residential Radnor Lake Review Fee (2 reviews): \$1000
 - Fee(s) for **Conditional Use Permit (CUP)** applicants (mail or hand-delivery)
 - CUP Presentation Fee: \$250
 - CUP not including impervious surface: \$1000
 - CUP including impervious surface: \$4000
 - CUP Plan Review Fee: \$100/hr.
 - CUP cases may be required to submit to both BZA and PC, but CUP fees will only be assessed once.
 - Payment Method: Only checks are accepted – make payable to "City of Oak Hill" and designate as "PC".
 - Electronic Submittal [Plans, Geotechnical Report, and Project-specific Information]
 - Submittal must be updated with **INITIAL CITY COMMENTS**
 - Email to City Engineer zachary.dufour@kimley-horn.com and City Geotech Engineer dterrano@taeng.com
 - Copy to Building Official code.officer@oakhilltn.us
 - City Engineer reviews plans and emails **2nd ROUND CITY COMMENTS** to applicant's engineer one week following submittal.

Implement 2nd Round City Comments and Resubmit (4 weeks before PC Meeting – see table on reverse for required date)

- Applicant's engineer begins implementation of **2nd ROUND CITY COMMENTS**.
- 1 week following receipt of City comments: Applicant's engineer submits plans updated with **2nd ROUND CITY COMMENTS**.
 - **NOTE: THE NATURE AND SCOPE OF THIS PC REQUEST MUST BE ACCURATELY DEFINED AND CANNOT CHANGE AFTER THIS SUBMISSION, SINCE DURING THE FOLLOWING WEEK THE PUBLIC WILL BE NOTIFIED BY MAIL OF THE VARIANCE-REQUEST.**

Public Notice Mailings & Website-Posting (3 weeks before PC Meeting – see table on reverse for required date)

- City Engineer begins reviewing the resubmitted plans and confirms proposed nature and scope of project to Building Official.
- Building Official mails out public notice of PC meeting (*min. 10 days prior to PC meeting*) stating proposed PC-request.
- City posts PC Meeting Agenda on City website stating proposed PC-request.

Additional City Comments / Revisions (2 weeks before PC Meeting – see table on reverse for required date)

- City Engineer continues to review the resubmitted plans.
- City Engineer emails **3rd ROUND CITY COMMENTS** to applicant's engineer during this week.
 - **NOTE: AT THIS POINT THESE COMMENTS SHOULD BE MINOR. APPLICANT SHOULD EXPECT PLAN TO INCORPORATE THESE COMMENTS QUICKLY SINCE THE FINAL SUBMISSION DEADLINE WILL BE MONDAY OF THE FOLLOWING WEEK.**
- City Engineer submits Memo of Comments/Recommendations to Building Official for distribution to PC

Final Submittal (1 week before PC Meeting – see table on reverse for required date)

- Applicant implements **3rd ROUND CITY COMMENTS**.
- On 2nd Monday before PC Meeting, submit the following in preparation for the PC presentation:
 - 10 hard 11"x17" copies of final plans to Building Official which have been approved by City Engineer.
 - 10 hard copies of any supporting documentation to Building Official which have been approved by City Engineer.
 - 1 electronic version (disk or flash drive) of all plans and documentation to be used in presentation.
 - **NOTE: NO PLANS/DOCUMENTATION WILL BE ACCEPTED PAST THIS DATE FOR INCLUSION IN THE PC MEETING.**
- On 1st Tuesday before PC Meeting, Building Official sends all final project information to PC for review in preparation for PC meeting.