

STR Conditional Use Process

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| Step 1 Application Submitted <i>3 to 4 months prior to hearing</i> | <ul style="list-style-type: none">• Application submitted in-person at the Department of Planning and Community Development or via Accela.• Deadline is the first business day of each month. |
| Step 2 Application Review <i>Up to 60 days</i> | <ul style="list-style-type: none">• Application assigned to a Staff planner and reviewed by City departments (Public Works, Public Utilities etc.)• Staff formulates a recommendation for Planning Commission's consideration.• Notification signs must be posted 30 days prior to hearing. The City will advertise twice in the Virginia-Pilot Beacon. |
| Step 3 Planning Commission Public Hearing <i>2nd Wednesday of each month</i> | <ul style="list-style-type: none">• Planning Commission reviews Staff's recommendation.• Members of the public have the opportunity to speak at hearing.• Planning Commission votes to recommend approval or denial to the City Council. |
| Step 4 City Council Hearing <i>2-4 weeks following Planning Commission</i> | <ul style="list-style-type: none">• City Council reviews both Staff's and Planning Commission's recommendations.• Members of the public have the opportunity to speak at hearing.• City Council approves, denies or defers the application. |
| Step 5 Approval <i>(if applicable)</i> | <ul style="list-style-type: none">• Applicant will receive an approval letter from the Zoning Office.• Applicant will receive a Zoning Compliance Permit issued by the Zoning Office (no charge). |
| Step 6 Registration | <ul style="list-style-type: none">• Applicant will register with the Commissioner of Revenue Office. |