

Benton County Land Use Application Process *Quasi-Judicial*

Pre-Application

Meeting with applicant and agency partners | **REQUIRED**

Applicant meets with neighbors | **OPTIONAL**

Applicant Enhances Application Based On Comments

Applicant Submits Application

Staff has 30 Days to deem application **complete OR incomplete**

If Complete:

Staff begins the clock to complete process in 150 days or less

If Incomplete:

Applicant has opportunity to submit modified info in 30 days or less

*If no new info*

Staff Review

Send application to agency referral partners (2-3 weeks review)

Notice to public with tentative hearing dates (4-8 weeks)

Post legal notices (10-14 days)

Staff Report Development

Intake comments from professionals and public (2 weeks)

Recommend Approval

Recommend Approval with conditions

Recommend Denial

Planning Commission

Review | Public Hearing | Decision

Applicant revises or withdraws

**Or**

Proceed with rec for denial

Approval

Approval with conditions

Denial

All parties may appeal (14 calendar days)

**No Appeal:** decision stands (1 year to meet conditions)

**Appealed:** planning committee and modified staff report to BOC, repeat hearing and notice process (4-8 weeks)

Applicant revises and resubmits

**Or**

Request public hearing to proceed

BOC

Review | Public Hearing | Decision

Appeal to LUBA

Approval (1 year to meet conditions)

Modify or table pending more info

Denial

Appeal to LUBA

Applicant Receives Permit

Applicant proceeds to apply for development permit with Public Works

Applicant responsibility

Staff

Planning commission and BOC