



## ***FREQUENTLY ASKED QUESTIONS***

***When will my application be considered?***

Your application will be reviewed by the Planning & Zoning Commission (P & Z) and then the City Council. P & Z usually meets the first **Tuesday** of each month, while Council meets on the 3<sup>rd</sup> Thursday of each month.

***When should I apply?***

By law, your application **may** require a minimum of two public hearings. These hearings must be advertised in the local newspaper 15 days prior to the meetings. In order to be heard at the next P & Z meeting, you will need to apply a minimum of 40-45 days prior to the meeting to allow the City time to place the ads in the paper.

***What happens at the meetings?***

The person chairing the meeting will open the public hearing and invite people to speak about your item. After gathering all public comments, the chair will close the public hearing and the commission will make a decision about your application.

***So others may talk about my application?***

Yes, if your application requires a public hearing, your case will be advertised in the local newspaper. In addition, for most public hearing items, everyone within 200 feet of the property will be mailed a notification letter.

***How do they decide?***

The P & Z looks at local, state and federal laws as well as the City’s long-range plan and makes a recommendation to the City Council. Council considers P & Z’s recommendation and may approve, deny or approve with conditions.

***How much does it cost?***

The application fee is based on the City’s current Fee Schedule Ordinance. Check the City’s Web Site or the Planning Department for the most current Fee Schedule. Please make checks payable to the “City of Overton”.

***What type of Property Drawings do I need?***

The applicant must provide a legible and reasonable drawing, to scale, illustrating that which is requested. At a minimum, the drawing must show property in question along with all adjacent properties, streets, street names, north arrow and scale of drawing. Identify lots with lot and block numbers and subdivision name or, if not subdivided, a complete metes and bounds description when addressed. For assistance, contact a surveyor. For additional requirements, please refer to Overton’s Design Standards, Zoning Ordinance and Subdivision Ordinance.

**DO NOT WRITE BELOW THIS LINE**

<b>• Application</b>	<b>Yes</b>	<b>No</b>	<b><i>To Be Completed by Staff Accepting Application</i></b>
<b>• Fee Paid</b>	<b>Yes</b>	<b>No</b>	<b><i>Key Dates</i></b>
<b>• Survey Provided</b>	<b>Yes</b>	<b>No</b>	On P&Z Agenda: _____
<b># of Copies</b>	_____		On Council Agenda: _____
			Newspaper Publication Dates:
<b>• Plans Provided</b>	<b>Yes</b>	<b>No</b>	P&Z: _____
<b># of Copies</b>	_____		CC: _____
			Property Owner Notification Date _____
<b>• Application Accepted</b>	<b>Yes</b>	<b>No</b>	<b><i>Recommendations and Decisions</i></b>
			Staff: _____
			P&Z: _____
			CC: _____

