

**Community Development Department
Application Process Table**

	Application Type	Applicable Code Reference	Pre-Application	Review Bodies							Public Hearing Notice			Permit				
			Pre-Application Meeting	LMO Official	Building Official	Board of Zoning Appeals	Construction Board of Adjustments and Appeals	Design Review Board	Planning Commission	Public Planning Committee	Town Council	Public Hearing Newspaper Posting	Certified Mailing to Adjacent Property Owners	Posting of Property	Approval Expiration	Application Fee	Standard Review Time - Initial Submission	Standard Review Time - Subsequent Submissions
Legislative/Quasi-Judicial	Appeal																	
	Administrative Decisions and Written Interpretations to BZA	LMO Section 16-2-103.T			◆						■			N/A		3 Business Days	N/A	
	Official's Decision to DRB	LMO Section 16-2-103.V						◆			■			N/A	\$100	3 Business Days	N/A	
	Official's Decision to PC	LMO Section 16-2-103.U							◆		■			N/A	\$100	3 Business Days	N/A	
	Comprehensive Plan Amendment ³									■		◆		N/A	\$0	N/A	N/A	
	Development Agreement											◆		Varies	\$0	N/A	N/A	
	LMO Text Amendment ²	LMO Section 16-2-103.B								■		◆		N/A	\$0	N/A	N/A	
	Planned Unit Development (PUD) District ²	LMO Section 16-2-103.D	○							■		◆		N/A	\$500	3 Business Days	N/A	
	Special Exception ¹	LMO Section 16-2-103.E	○		◆							■	■	Vested Rights ⁴	\$200	3 Business Days	N/A	
	Variance ¹	LMO Section 16-2-103.S	○		◆							■	■	Vested Rights ⁴	\$250	3 Business Days	N/A	
Zoning Map Amendment ²	LMO Section 16-2-103.C	○							■		◆	■	N/A	\$500	3 Business Days	N/A		
Land Development	Building Permit			◆										Varies	Varies	20 Business Days	5 Business Days	
	Certificate of Compliance	LMO Section 16-2-103.P		◆										N/A	\$0	3 Business Days	N/A	
	Certificate of Occupancy			◆										N/A	\$0	2 Business Days	N/A	
	Corridor Review																	
	Minor	LMO Section 16-2-103.I		◆										Varies	\$50	5 Business Days	N/A	
	Major							◆							Alteration/Addition: \$100 Conceptual: \$175 Final: \$175			
	Development Plan Review		○	◆														
	Minor	LMO Section 16-2-103.G	○	◆										Vested Rights ⁴	\$100	15 Business Days	5 Business Days	
	Major		○	◆											\$200 + \$10/unit \$500 + \$20/1,000 sf of GFA \$200+ \$10/room + non residential fee for other GFA			
	Development Project Name Review	LMO Section 16-2-103.N		◆										N/A	\$0	5 Business Days	N/A	
	Family Compound	LMO Section 16-2-103.X	○	◆										Vested Rights ⁴	\$0	7 Business Days	5 Business Days	
	Family Subdivision	LMO Section 16-2-103.Y	○	◆										Vested Rights ⁴	\$0	7 Business Days	5 Business Days	
	Natural Resources Permit	LMO Section 16-2-103.K		◆										1 yr	\$0	3 Business Days	N/A	
	Public Project Review	LMO Section 16-2-103.Q	○						◆			■	■	N/A	\$0	3 Business Days	N/A	
	Sign Permit																	
	< 40sf	LMO Section 16-2-103.M		◆										6 months	\$25 + \$25/sign face	5 Business Days	N/A	
	>40sf								◆							5 Business Days	N/A	
	Small Residential Development Review	LMO Section 16-2-103.H		◆										Vested Rights ⁴	\$50 + \$10/unit	5 Business Days	3 Business Days	
	Street/Vehicular Access Easement Name Review	LMO Section 16-2-103.O								◆		■	■	N/A	\$0	N/A	N/A	
	Subdivision	LMO Section 16-2-103.F	○	◆										Vested Rights ⁴	Minor: \$100 + \$10/lot Major: \$200 + \$10/lot	15 Business Days	5 Business Days	
	Traffic Impact Analysis Plan Review																	
	Without Mitigation	LMO Section 16-2-103.J		◆										1 yr		10 Business Days	N/A	
With Mitigation									◆					\$250				
Utility Project Permit	LMO Section 16-2-103.W		◆										Vested Rights ⁴	\$0	10 Business Days	5 Business Days		
Wetlands Alteration Permit	LMO Section 16-2-103.L		◆							1 yr			1 yr	\$0	5 Business Days	N/A		
Written Interpretation	LMO Section 16-2-103.R		◆										N/A	\$0	3 Business Days	N/A		

- Legend:**
 ■ Required
 ◆ Final Approval Authority
 ○ Recommended

Notes:
¹ A Public Hearing shall be held by Board of Zoning Appeals
² A Public Hearing shall be held by Planning Commission
³ A Public Hearing shall be held by Town Council
⁴ Vested rights are established upon application approval

Revision Date 10/06/2022