

SUMMIT COUNTY PLANNING DEPARTMENT

CLASS 2 DEVELOPMENT REVIEW PROCESS: PLANNING DEPARTMENT REVIEW AND ACTION ON DEVELOPMENT REVIEW APPLICATIONS

For the complete Summit County Land Use and Development Code, please refer to the following website:
<http://www.co.summit.co.us/divisions/commdev/planning/DEVCODE/DevCodedisclaim.htm>

General Description: The Class 2 development review process is the administrative development review process for development review applications that require more time than typically provided for during the building permit process, and for administrative planning applications that take more time based upon the nature of the request. Notwithstanding the foregoing, it is the Planning Department's goal to have an efficient administrative process for both the public and the development community.

Applicability: The Class 2 development review process shall be used for development reviews identified as such in the Code, including but not be limited to, the following types of applications:

- i. Accessory apartments¹ and caretaker units¹ as provided for in Sections 3801 et seq. and 3804 et seq.
- ii. Temporary real estate sales offices² as provided for in Section 3817 et seq. and 12400 et seq.
- iii. Temporary construction offices² as provided for in Section 3806 et seq. and 12400 et seq.
- iv. Temporary use permit for off-premise construction staging areas² as provided for in Section 12400.
- v. Sign permits as provided for in Chapter 9.
- vi. Site plan reviews for new nonresidential buildings or structures, excluding commercial and industrial uses, less than 2,500 square feet of floor area as provided for in Section 12600 et seq. These buildings include but are not limited to restrooms, bus shelters, playground buildings, informational kiosks and other such uses.
- vii. Other site plan reviews as required by Section 12600 et seq., except those applications that are classified as Class 1 or Class 4 development review applications by the provisions of Section 12600 et seq.
- viii. Condo maps, townhouse plats and duplex subdivision exemptions as provided for in Section 8400 et seq.
- ix. Correction plats as provided for in Section 8400 et seq.
- x. Renewals for Class 2-6 development review applications as provided for in Section 12002 et seq.
- xi. Minor revisions or modifications for Class 2-6 applications as provided for in Section 12001 et seq.
- xii. Nonresidential outdoor storage areas subject to review as provided for Section 3815 et seq.
- xiii. Site plans for development in the Backcountry ("BC") Zoning District per Section 12600 et seq.
- xiv. Conditional use permits for animal keeping per Section 3802 et seq.
- xv. Certain home occupations as provided for in Section 3810 et seq.
- xvi. Non-substantial amendments to sign programs per Section 9400 et seq.
- xvii. Other development reviews as provided by the Code.

DEVELOPMENT REVIEW PROCEDURES

The following development review procedures shall be used for all classes of development review applications, except where a section of the Code has a unique development review process contained therein. These basic development review procedures shall be used in conjunction with the specific review procedures for each type of application outlined in the Code. Where there is a conflict between the development review procedures and the procedures required under a specific section of the Code, the more restrictive provisions shall be followed. The County has also prepared development review application submittal information packets for each type of development review that summarize the process as required by the provisions of the Code and provide a complete summary of the requirements contained herein.

¹ Either concurrently processed with building permit or applied for under separate application.

² Temporary use permits for real estate sales office, construction offices or off-premise construction staging areas may also be sought concurrent with a site plan review per the provisions of Section 12400 et seq.

AUTHORITY TO INITIATE A DEVELOPMENT REVIEW APPLICATION

Any property owner holding title to the land for which an application is proposed or anyone who has written permission from the property owner in a form deemed acceptable by the Planning Department has the ability to submit an application. Special rules apply to submitting an application for a zoning amendment to create a PUD and for PUD modifications. Please refer to Section 12202.03 for the rules that clarify who has the authority to initiate such applications.

STEP 1: REQUIRED PRESUBMITTAL MEETING

The purpose of a presubmittal meeting is to provide an applicant with a list of required submittal information that must be submitted to the Planning Department for a proposed development review application, and to also discuss potential issues associated with such an application prior to it being submitted. During the presubmittal meeting, the Planning Department may provide a non-binding estimated timeline for review that attempts to map out the time of development review based on a “best case” development scenario. Such a timeline is not considered an assurance or affirmative representation of any manner.

- A. **Class 2 Development Review Applications:** Prior to submitting a Class 2 development review application, a presubmittal meeting shall be scheduled with the Planning Department to go over the submittal documents, information and studies as required by the Code. This meeting may, at the discretion of the Planning Department, require a conceptual site plan showing key plan elements (building layout, parking area layout, access, lot layout etc.) or proposed text changes for development review applications involving only text. The applicant will be provided with a development review application submittal information packet and a checklist of submittal requirements at the presubmittal meeting, with the latter outlining the plans and information that must be submitted.
- B. **Waiver of Presubmittal Meeting:** The Planning Department may waive the requirement to hold a presubmittal meeting as required by this section based upon the nature and scope of an application, and upon the experience of the applicant in processing development review applications with Summit County. Notwithstanding the foregoing, a submittal requirement checklist is still required to be filled out by the Planning Department and provided to an applicant and this submittal requirement checklist shall be provided to the Planning Department as a part of the required application.

STEP 2: APPLICATION SUBMITTAL

- A. **Class 2 Development Review Applications:** An application can be submitted to the Planning Department after any required presubmittal meeting. The application shall include all the submittal requirements indicated on the submittal requirement checklist, all applicable fees, required plans and other submittal documents required by the County in accordance with Section 12003. Please refer to the submittal requirements listed in Section 12003 for more information on submittal requirements.

STEP 3: COMPLETENESS CHECK

- A. **Class 2 Development Review Applications:** The Planning Department shall determine whether the application is complete per the requirements of the Code and whether all required materials have been submitted within four (4) calendar days after an application has been submitted.
- B. **Acceptance of Application:** If the application is complete, it shall be accepted and the formal review process shall begin.
- C. **Advisement of Status of Application:** If the application is not complete, the applicant shall be advised of the specific deficiencies in writing and the review process shall not begin until all the deficiencies are corrected. The Planning Department shall mail, e-mail or fax written notice of either the acceptance of the application or deficiencies of an application at the conclusion of the completeness check deadlines listed in Sections B and C above. If the Planning Department does not provide such written notice by the deadlines established under Section 12000.05.B-C, an application shall be processed using the applicable procedures and requirements of the Code. An incomplete application may be sent back to an applicant if an application is not made complete within 21 calendar days of the original submission date.

STEP 4: REFERRAL AND REVIEW PROCESS

- A. Class 2 Development Review Applications: The formal review process for an application shall begin with the referral and review process. The referral and review process shall be a 15 calendar day process commencing on the date an application is determined to be complete in accordance with Section 12000.05 et seq. The referral process can be shortened by the Planning Department if all referrals are received prior to the end of the specified referral period. Referral agency comments shall be forwarded to the applicant when deemed to potentially affect the subject application. The Planning Department’s review of the application per the requirements of the Development Code will also occur during the specified referral and/or review period, and the Planning Department’s review can only be shortened by the Planning Department if it concludes its review prior to the end of the process.
- B. Additional Review Time: For all classes of development review applications (Class 1-Class 6), the Planning Department has the authority to decide, based on the complexity of a request and staffing demands related thereto, if additional review time is required for the referral and review process. The Planning Department shall mail, e-mail or fax written notice to the applicant if additional time is needed within fourteen (14) calendar days of determining an application is complete as provided for in Section 12000.05 et seq., except for Class 1 and Class 2 development review applications, in which the County shall have seven (7) calendar days to notify an applicant if additional review time is necessary.
- C. The Planning Department shall be responsible for referring applications to the agencies listed below, unless determined by the Planning Department as unnecessary based on the nature of the request. Additional agencies can be selected for referrals depending upon the nature or significance of the request.
- D. If a referral agency fails to respond by the date requested on the referral form, their failure to respond will be interpreted as “no comment”. In this case it will be presumed that such referral agency does not have any issues or concerns with an application.
- E. Concerns raised by referral agencies related to specific regulatory requirements shall be considered by the Review Authority in making a decision. Recommendations not related to specific regulatory requirements of an agency can be addressed provided such is within the criteria for decision used by a Review Authority in acting on an application. The following table lists the different classes of applications and the corresponding referral agency, with mandatory referrals as required by State Statutes shown with an “M” next to the “X”:

Referral For Each Class of Development Review Application

Referral Agency	Class 2	Class 3	Class 4	Class 5	Class 6
County Engineering Department	X	X	X	X	X
County Open Space & Trails Department	X	X	X	X	X
County Public Health Department	X	X	X	X	X
County Cartographer	X		X	X	X
County Surveyor (Plats only)	X			X	X
County Road & Bridge Department	X		X	X	X
County Assessor	X	X	X	X	X
Applicable Water District	X	X	X	X	X
Applicable Fire District	X	X	X	X	X
Applicable Sewer District	X	X	X	X	X
Summit School District	X	X	X	XM	X
Summit Water Quality Committee	X	X	X	X	X
Qwest (Telecommunications Provider)	X		X	X	X
Xcel or Mountain Parks (Energy Provider)	X		X	X	X
Colorado State Engineer				XM	
Colorado State Forest Service	X		X	X	
Colorado Division of Wildlife		X	X	X	X
Colorado Department of Transportation	X	X	X	X	X
Colorado Geologic Survey				XM	
Colorado Land Use Commission				XM	
Soil Conservation Service				XM	

XM: Mandatory referrals

Other discretionary referral agencies include, but are not limited to: towns within the County, surrounding counties in the Rural Resort Region, Summit Stage, the Summit Housing Authority, the United States Army Corps of Engineers, the United States Environmental Protection Agency and the United States Forest Service.

STEP 5: FOLLOW-UP COMMUNICATION

Class 2 Development Review Applications: No later than four (4) calendar days after the completion of the referral and review process, the Planning Department shall provide the applicant with a follow up communication in accordance with the standards as set forth in Section 12000.15 of the Code that summarizes the conclusions of the referral and review process, and, if warranted by the conclusions of the review, may provide guidance and suggestions regarding staff's analysis of measures necessary to attain compliance with the applicable criteria for decision and requirements of the Code.

1. Disclaimer: The Planning Department's written correspondence to an applicant represents only a review of the application up through the referral and review process. It is acknowledged and understood that additional issues may arise due to adjacent property owner concerns and/or additional review or writing of the staff report.

STEP 6: SUBMITTAL DOCUMENT REVISIONS AND RE-EVALUATION

Submittal Document Revisions:

1. If the Planning Department determines that submittal document revisions are required or warranted to attain compliance with the applicable criteria for decision and requirements of the Code based on the referral and/or review process, the applicant will be given an opportunity to submit revisions to the submittal documents, and any additional information, necessary to address outstanding issues.
2. The Planning Department shall have a maximum of fourteen (14) calendar days from the date of re-submission of revised or new submittal documents to evaluate the submitted documents, and complete its review of the same. The Planning Department has the authority to decide, based on the complexity of a request and staffing demands related thereto, if additional review time is required for the review of the revised or new submittal documents. The Planning Department shall notify the applicant in writing if additional time is needed within seven (7) calendar days of having received revised or new submittal documents.
3. Within four (4) calendar days of the completion of the reevaluation of new or revised submittal documents, the Planning Department shall provide the applicant with a follow up communication in accordance with the standards as set forth in Section 12000.15 of the Code that summarizes the conclusions of such process, and, if warranted by the conclusions of the review, may provide guidance and suggestions regarding staff's analysis of measures necessary to attain compliance with the applicable criteria for decision and requirements of the Code.

STEP 7: SCHEDULING PUBLIC HEARINGS AND MEETINGS WITH THE REVIEW AUTHORITY

Class 2 Development Review Applications: Class 2 development review applications do not typically require a formal public hearing and/or meeting with the Review Authority.

STEP 8: PUBLIC NOTICING

Class 2 Development Review Applications: The following types of Class 2 applications shall only provide a posting notice per Section 13100 et seq.:

1. Site plan review for accessory apartments as provided for in Section 3801 et seq.
2. Site plan review for caretaker units as provided for in Section 3804 et seq.
3. Temporary use permit for a real estate or construction office as provided for in Section 12400 et seq.
4. Temporary use permit for off-premise construction staging areas as provided for in Section 12400 et seq.
5. Site plan review for new nonresidential buildings or structures, excluding commercial and industrial uses, less than 2,500 square feet of floor area as provided for in Section 12600 et seq.
6. Conditional use permits for animal keeping as provided for in Section 3802 et seq.

Other Class 2 development review applications do not require public noticing.

The Planning Department will prepare the public notice to be posted on the property and the applicant is required to ensure the notice is posted for a minimum of 15 days before action on the application is taken.

STEP 9: PREPARATION OF STAFF REPORT

Class 2 Development Review Applications: Class 2 development review applications do not require the preparation of a formal staff report. Notwithstanding the foregoing, the Planning Department may elect to prepare a report on such applications.

STEP 10: REVIEW AUTHORITY PUBLIC HEARING OR MEETING

Class 2 Development Review Applications:

1. **No Public Hearing for Class 2 Development Review Applications:** No public hearing or meeting is required for Class 2 development review applications, except as provided for in Section 12000.12.A.2.b.
2. **Administrative Review for Accessory Apartments and Caretaker Units:**
 - a. Where accessory apartments are a permitted use per the provisions of the Code or the provisions of a PUD, the Planning Department will administratively review and act on accessory apartments and caretaker units provided they meet the requirements of the Code, and the following criteria:
 - i. The proposed unit meets the applicable criteria listed in Section 3801 et seq. or Section 3804 et seq., whichever section is applicable.
 - ii. There is not another accessory apartment located within 300 feet of the proposed accessory apartment.
 - b. A hearing with the applicable Basin Planning Commission will be required via the Class 4 development review process if either: (i) any property owners who reviewed the posted notice as required in Section 12000.10 et seq. or 13100 et seq object to the administrative approval; (ii) there is an existing approved accessory apartment within 500 feet of the proposed accessory apartment; or (iii) the Planning Department finds that the proposed unit does not meet the applicable criteria listed in Section 3801 et seq. or Section 3804 et seq., whichever section applies, and the applicant requests the application be heard by the Planning Commission.

Notice of such public hearings shall be in accordance with Section 13100 et seq.

STEP 11: ACTION ON A DEVELOPMENT REVIEW APPLICATION

Class 2 Development Review Applications:

1. The Planning Department shall issue its written decision on a Class 2 development review application within four (4) calendar days after the earlier to occur of: (a) the completion of the referral and/or review process or, if required per the provisions of Section 12000.08, the review of submittal document revisions; or b) the date the applicant contests in writing, the need to revise the documents to address requirements of the Code outlined in correspondence from the Planning Department.
2. The written decision for Class 2 applications will be by an official letter or other written correspondence from the Planning Department.
3. The Planning Department's action on Class 2 permits shall be based on the specific requirements and findings of the Code for the type of application under review and shall be for either approval or denial.
4. Approval of a Class 2 application may include conditions in accordance with the provisions listed in Section 12000.13.D.

Conditions of Approval for All Classes of Development Review:

1. The Review Authority may impose or attach any reasonable conditions to the approval of an application to ensure a project will be developed in the manner indicated in the application, and will be in compliance with the standards and criteria established within the Code. Conditions for Class 2 applications shall be related to outstanding technical requirements of the Code or a referral agency comment not adequately addressed by the initial application.
2. Conditions shall be tied to the applicable criteria for decision; applicable legal requirements and may consist of one (1) or more, but are not limited to the following:
 - a. **Development Schedule:** If a development schedule is warranted, the conditions may place a reasonable time limit on any activities associated with the proposed development, or any portion thereof, to prevent speculation in permits, to enable new applications or revisions to come forward for unfeasible developments or to implement other land use policies of the County. If the applicant shows good cause, the County may

allow for administrative amendments to any development schedule and the associated Site Plan Improvements Agreement (“SPIA”). Notwithstanding the foregoing, some development schedules are integral to the Review Authority’s approval, and, if the Planning Department determines that is the case with a proposed amendment to a development schedule, only the Review Authority that took action on the original approval may change such schedule by seeking an amendment to the approved application.

- b. Use: The conditions may restrict the future use of the proposed development to that indicated in the application and other similar uses.
- c. Dedications: The conditions may require conveyances of title or easements to the County, public utilities, a homeowner's association or other appropriate entity for purposes related to the public health, safety and welfare, which may include, but not be limited to, land and/or easements for parks, utilities, pedestrian/bikeways, schools, roads, transportation and other similar uses. The County may also require construction of all facilities to public standards and the dedication of public facilities necessary to serve the development.
- d. Homeowner's Association: A condition may require the creation of a homeowner's association or merchant's association to hold and maintain common property or common improvements.
- e. Construction Guarantees: The conditions may require the depositing of certified funds in an amount to be determined by the County, the depositing of an irrevocable Letter of Credit (“LOC”) or the posting of cash to ensure that all construction features required by the Code and conditions of approval are in fact constructed as represented and approved.
- f. Indemnification/Covenants: The conditions may require the recording of covenants and/or deed restrictions on the subject property or the indemnification of the County in certain instances.
- g. Public Improvements: The conditions may require the installation of public improvements or participation in assessment districts for the installation of public improvements within, adjacent or contributing to the project.
- h. Additional Plans: The conditions may require that additional plans or engineered revisions to site, drainage or utility plans be submitted to the County and approved prior to issuance of building permits or issuance of a Certificate of Occupancy (“CO”), whichever is applicable.
- i. Other Conditions: Other conditions that are necessary to ensure that the development is constructed in compliance with applicable County codes and requirements may be placed upon approval of any project.
- j. Conditional and Temporary Use Permit Conditions: Conditional use permits and temporary use permits may also include, but not be limited to, conditions on such items as:
 - i. Performance standards for use.
 - ii. Limitations on hours of operation.
 - iii. Limitations on season of operation.
 - iv. Requirements for Planning Commission review or Planning Department review on periodic basis.
 - v. Mitigation of noise, glare, visual impacts.
 - vi. Mitigation of impacts on wildlife habitat and species.
 - vii. Requirements for licenses or permits.

STEP 12: NOTICE OF ACTION

Written notice or communication of any matters, as provided for in the Code for any purpose, including without limitation notice of action, and follow up communication on an application and related submittal documents under staff review, shall adhere to the standards as set forth in this section. For such purposes, said notice or communication may be provided by either surface mail, e-mail, facsimile or other electronic communication, provided that any such electronic delivery shall be followed up with a written correspondence delivered by surface mail. The time period for any such notice process shall be as set forth in the provisions of the Code related to such particular process, and receipt of such notice shall be presumed to be the date of such electronic transmission, or three calendar days from the date of such surface mailing, unless conclusively established to the contrary. Moreover, for the purposes of all such notices as contemplated herein, days shall refer to calendar days unless specifically expressed to the contrary.

In accordance with these standards, the notice provisions for each particular class application shall generally be as follows:

Class 2 Development Review Applications: The Planning Department shall send written notice of its decision to the BOCC, County Manager, Planning Director and the applicant within four (4) calendar days after the date action is taken. Notice to the applicant shall include any conditions of approval or findings for denial. Failure to send written notice

within four (4) calendar days shall not invalidate the action taken, but merely shall extend the period in which the applicant may appeal (as provided for in Section 12000.16) by the number of days that giving of notice is delayed beyond four (4) calendar days.

EFFECTIVE DATE AND APPEAL

Class 2 Development Review Applications that Require Posting Per Section 12000.10: Action on a Class 2 development review application that is required to have notice in accordance with Section 12000.10 et seq. shall become effective seven (7) calendar days after the date action is taken unless the action is appealed within this seven (7) day period in accordance with the requirements of Section 12000.16. If the action on a Class 2 application is properly appealed, the County shall not issue any permits associated with the project until the appeal is heard by the Review Authority per the provisions of Section 13200 et seq. and the Review Authority takes action to uphold or modify the approval. Appeals on Class 2 and 4 development review applications (except for Class 2 development review applications for townhouse plats, condo maps and duplex subdivision exemptions as provided for in Section 12000.16.B) may only be filed by: 1) the BOCC, 2) the Planning Director, 3) the applicant, or 4) other persons as provided for in Section 13202. Appeals shall be filed, and hearings on appeals conducted, in accordance with the requirements of Section 13200 et seq.

Class 2 Development Review Applications that Do Not Require Posting Per Section 12000.09: Action on a Class 2 application that does not require noticing per Section 12000.10 et seq. shall become effective on the date a decision is rendered unless a decision is appealed by the applicant within seven (7) calendar days. After an administrative decision is rendered on a Class 2 application by the Planning Department, only an applicant may appeal such decision as provided for in this section. If the Chairman or Vice Chairman of the BOCC fails to sign a subdivision exemption plat, such a decision may be appealed by the applicant directly to the BOCC. Appeals shall be filed, and hearings on appeals conducted, in accordance with the requirements of Section 13200 et seq.

No Issuance of Permits: If a decision to approve a development review application is appealed, building or grading permits shall not be issued until the appeal is heard by the Review Authority and the Review Authority takes action to uphold or modify the approval. If the appeal results in a denial of an application, a new and substantially modified application must be submitted if an applicant desires to continue pursuing the development of a property absent a change in the County's development code regulations or master plan policies.

LENGTH OF VALIDITY

Class 2 Development Review Applications:

1. **When a Class 2 Permit Approval Lapses:** Approval of a Class 2 development review application shall lapse after 18 months from the date of approval unless the approval is renewed in accordance with Section 12002 et seq. or one (1) of the following actions occurs within said time period:
 - a. Any necessary building permits and/or grading permits for the project are obtained and either: (a) substantial construction has occurred on the project, or (b) a CO is obtained.
 - b. A subdivision exemption plat is recorded.
 - c. The activity and/or use described in the development review approval has commenced or been constructed, whichever situation applies in accordance with the development review application and the associated approval.
 - d. A site specific development plan or development agreement, whichever review is dictated by the Code, has been approved and properly recorded by the County as provided in Section 12700 et seq. or 12800 et seq., respectively.Once one (1) of these actions occurs, the approval shall remain valid for the life of the project unless it is amended or revoked in accordance with the procedures outlined in the Code.
2. **Temporary Use Permit Length of Validity:** The length of validity for temporary use permits is as specified in Section 12400 et seq.
3. **Length of Validity for Accessory Apartments and Caretaker Units:** A Review Authority's approval of an accessory apartment or a caretaker unit shall lapse unless the approval is renewed in accordance with Section 12002 or a building permit for the project is obtained and either: (a) substantial construction has occurred on the project, or (b) a CO is obtained. Once one (1) of these actions occurs, the project shall remain valid for the life of the project unless it is amended or revoked in accordance with the procedures outlined in the Code.

4. **Lapse of Renewals:** Renewals that are processed as a Class 2 development review application per the provisions of Section 12002 et seq. shall be valid for 18 months from the date of approval.
5. **Expired Approvals:** Class 2 applications which have expired shall have to resubmit a new development review application following the Class 2 development review requirements and the applicable requirements of the Code in effect at the time of submittal.

REVOCAATION

Class 2 Development Review Applications: The Planning Department, in consultation with the County Attorney's Office, may initiate the revocation of a Class 2 development review approval for the undeveloped portion of a project if construction has ceased for three (3) years or more, provided that, prior to revocation, the developer shall receive written notice and is given an opportunity for a quasi-judicial hearing before the Review Authority. The Review Authority may only revoke a Class 2 permit approval for failure to meet the criteria for decision on an application or for failure to meet one (1) or more of the required conditions or standards. A Review Authority's decision to revoke a Class 2 permit may be appealed. Appeals shall be filed, and hearings on appeals conducted, in substantial accordance with Section 13200 et seq.

RENEWAL

Class 2 development review approvals may be granted an administrative renewal by the Planning Department subject to the provisions of Section 12002 et seq.

REVISIONS OR MODIFICATIONS

Certain Class 2 (classes that are final approvals and no additional class of application must be submitted) development review approvals may be granted an administrative revision or modification by the Planning Department subject to the provisions of Section 12001 et seq.

PREEXISTING APPROVALS

- A. A land use legally established prior to the effective date of the Code (June 1, 2007) or prior to any relevant changes shall be permitted to continue, in strict accordance with all standards and requirements of such approval, for the time period specified in the permit or for the time provided by the terms of the Code in effect when the property was developed.
- B. Projects having a valid development review application that were approved prior to the Effective Date of the Code shall be built in accordance with the development regulations and standards in effect at the time of that approval.
- C. Development review application approvals which have expired shall have to resubmit a new development review application following the requirements of the Code, and be subject to the applicable requirements of the Code in effect at the time of submittal or as otherwise provided for by law.

TIME LIMITS FOR DEVELOPMENT APPLICATION PROCESSING

- A. Except as provided for in Section 12000.25.B below, every development application that is accepted by the Planning Department shall receive a final decision from the BOCC or other final Review Authority within one (1) year from the date such application is filed and accepted by the Planning Department. In the event an applicant does not schedule the application for review as required by the Code, the Planning Department shall schedule the application for review by the appropriate Review Authority and provide notice as required by the Code so that a final decision may be rendered as required by this section.
- B. The Code Administrator may extend the one (1) year review period for any development application as deemed necessary upon a finding that good cause exists for such extension due to: 1) the complexity, size or other extraordinary physical characteristics of the proposed development, or 2) other exceptional circumstances applicable to the particular development application.
- C. The time limit established by this section shall apply to all development review applications provided for in the Code.