

THE CITY OF
Eagle
 Land Use & Hearing
 Process



Prior to Submittal

Two events must occur before the City accepts an application:

- 1: Pre-application meeting: Meeting with City Staff to discuss city requirements, and
- 2: Neighborhood Meeting: with property Owners within 300-ft of the project site. (*The City is not part of nor does it attend this meeting.*)



Application Submittal

Applicant schedules a meeting with staff to submit materials & fees. The City will create a files- this is the 1st time the City has the application materials



Agency Transmittal & Staff Review



Staff sends application to agencies for comment and recommendations. Staff reviews application and creates a staff report based on the City Comprehensive Plan and City Code. The staff report is available 5 to 7 day before the hearing.



Public Notification



A minimum of 15-days before hearing a letter is to sent property owners within 300-ft. of the site and notice is published in the newspaper explaining the request, as well as, the date, time, & location of the hearing. The site is posted 10-days before the hearing.



P & Z Commission Hearing



Applicant and public share their reasons for approval or denial. Commission's decision is a **recommendation** to the City Council. Commission will issue written findings of fact based on the public hearing, comprehensive plan, & City code.



Public Notification



Repeat the public notification process from 3 but with City Council hearing date, time & location.



City Council Hearing



Applicant and public share their reasons for approval or denial. The City Council can approve, deny, or send back to the P & Z Commission or staff for additional work. The City Council will issue written findings of fact based on the public hearing, comprehensive plan & City code. Findings are customarily adopted at a separate meeting on the Council's consent agenda.



On to the Design Review Process

All land uses (aside from a single home or 2-family homes) are subject to the Eagle Design Review Process prior to development or construction.