



News Release

FOR IMMEDIATE RELEASE ON:

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**Planning, Zoning
& Building Department**

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Zoning Pre-Application Review (PAR) and Zoning Application Submittals

The Zoning Division is excited to announce the online submittal of all Zoning Applications through the PZB Online Portal.

This change is intended to save time for the Applicant and the County Review Agencies by ensuring that the Staff verifies and identifies the correct request, the necessary documents, and the associated fees, prior to the official submittal of the complete application.

Beginning **Monday, April 14, 2025**, the PZB Online Portal will begin accepting online submittals and resubmittals subject to the following steps:

Step 1. Pre-Review Application. Applicants will be required to submit Form 94, Pre-Application Review (PAR), for all Zoning applications, pursuant to the intake dates on the Zoning Calendar. Zoning Staff will review and distribute to County Review Agencies as appropriate. There is no fee for the Pre-Review.

Step 2. Review Response. Following internal review, Zoning Staff will issue the Review Response, a Reference Number for online submittal, and a Fee Invoice. All Pre-Review Applications will require submittal of Form 94 with either Form 1, General Application, or another application Form (depending on type of request). Following issuance of the Response, the Applicant has the option of requesting a Pre-Application Conference (PAC) for a fee.

Step 3. Online Submittal. Following the issuance of the Reference Number and Fee Invoice, the Applicant can submit the complete application and documents through the PZB Online Portal, and sufficiency review will proceed.

Step 4. Application Review. All other aspects of Zoning Application review will remain the same, with the exception that re-submittals will be directly uploaded by the Applicant.

In order to accommodate the transition to the new system, Zoning will accept applications through both the Online Portal and traditional means through **May 31, 2025**. This transition period will allow the Zoning Division and the Applicants to become familiar with the new process, and make improvements as identified through this time period.

We appreciate your patience as we move forward with using this new technology.