



Zoning Applicant Rights and Responsibilities (May 12, 2016)

Rights

- *Every applicant for a zoning variance or special exception or with a project undergoing Civic Design Review (CDR) has the right to present the details of the intended project/use at a neighborhood-based, open public meeting where an opportunity is afforded to respond to questions and comments from members of the public.*
- *Every such applicant has the right to have this open public meeting be scheduled and coordinated by the affected RCOs without demand for donations (whether monetary or in-kind) or any requirement that applicant locate an appropriate venue*
- *Provided that all notification requirements are met, every such applicant has the right to have this public meeting held within 45-days of the date of the application for zoning variance or special exception or the date of CDR determination.*
- *If no meeting is held within 45-days of the date of the application for zoning variance or special exception or the date of CDR determination, **and** provided that all notification requirements are met **and** the applicant can document having made a good faith effort to work with affected RCOs to schedule such a meeting, every such applicant has the right to a hearing by the Zoning Board of Adjustment (ZBA) or CDR Committee.*
- *Every such applicant has the right to decline invitations by RCOs to attend meetings either prior to or following the single required neighborhood-based, open public meeting*
- *Every such applicant has the right to receive a copy of the meeting summary document sent by the Coordinating RCO at least two days in advance of the hearing by the ZBA or CDR Committee.*



Responsibilities

- *Every applicant for a zoning variance or special exception or with a project undergoing Civic Design Review (CDR) has the responsibility to contact all affected RCOs and to notify all affected addresses within 10-days of notification by the Planning Commission.*
- *Every such applicant has a responsibility to make a good faith effort to set a date, time, and location of the public meeting **prior** to distributing notice to affected addresses.*
- *Every such applicant has a responsibility to make reasonable accommodations to ensure meetings can be held within the required 45-day period.*
- *Every such applicant has a responsibility to attend the required public meeting, to present the proposed project/use fully, respond to questions and comments from organizers and other meeting attendees, and to behave respectfully.*