



## Zoning Applicant Rights and Responsibilities (October 18, 2018)

### 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 20 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.*