



# ***City of Durham***

## **Type 2 Land Use Decision Process**

A Type 2 is a process for review and decision by the Planning Commission with prior notice to affected persons but without a public hearing. The applicant has the burden of proof and persuasion. The Planning Commission may approve or deny a land use application based on standards and criteria in the Durham Development Code. Type 2 decision processes include:

- Limited land use decisions
- Non-emergency tree removals
- Partitions, replats, or subdivision applications
- Land use decisions time extensions
- Signage that is part of Comprehensive Signage Programs

### **Pre-Application Conference**

A Type 2 land use decision requires a pre-application conference. A pre-application conference will consider:

- The relevant comprehensive land use plan policies and map designations
- The relevant provisions of the Development Code and of other federal, state and local laws that will be considered during the review of and decision on the application
- Technical data to be included or addressed in the application and the possible sources of such data
- Any other opportunities or constraints that may be relevant

### **Application Procedure**

Following the pre-app, the applicant should file a complete application. A complete application includes:

- A land use application and fee
- Information and materials specified in the Pre-App meeting
- Site vicinity map showing the street address and zoning of the property
- A summary of the relevant approval criteria
- A narrative statement and supporting materials to show that the application addresses all of the standards and criteria for decision of the Durham Development Code
- 2 sets of address labels for all property owners within 300 ft. of the property

Upon receipt of the application, the City Planner will review it to determine if it is complete and notify the applicant in writing within 30 days that it is deemed complete or additional information is needed.

Before the Planning Commission will consider a Type 2 application, a notice of the application will be sent to owners of property within 300 feet of any point on the property and to any government agency that is entitled to a notice. There is a 14-day comment period prior to a consideration of the application.

The Planning Commission will make a decision about a Type 2 application within 60 days after the application is deemed complete. Decisions for partitions will be made within 120 days after the application is deemed complete. The applicant will be notified in writing of the decision, the facts relied on and the justification for the decision based on the Development Code criteria, and any conditions placed on the decision. Notice of the decision will be sent to everyone who was entitled to notice of the application and everyone who submitted comments about the application. Once the decision is made, interested parties have 12 days to appeal the decision in writing.

Contact City Hall for specific information about appeals and application expiration dates.