

UCMUD REVIEW PROCESS

Basic Process Outline

1. Preliminary filing of UCMUD Use Permit application is submitted to Zoning at least 30 working days prior to the intended final submission that corresponds with Arlington County's final filing deadline.
2. Application is reviewed by Planning (including historic preservation staff, if applicable)/Zoning staff to ensure all information is provided consistent with the Administrative Regulation for Unified Commercial Mixed Use Development (UCMUD) use permit applications.
3. Comments are submitted to the Applicant on the preliminary application and subsequent responses and iterations are exchanged until application is deemed complete and ready for final filing as determined by Planning/Zoning staff. An application is considered ready for final filing when all information has been provided based on the requirements of the Administrative Regulation for UCMUD use permit applications that will enable staff to thoroughly review the proposal against the requirements of the Zoning Ordinance including any requests for modifications.
4. Final Filing of UCMUD Use Permit application is submitted to Zoning.
5. Zoning staff distributes copies of the UCMUD Use Permit application to the Use Permit Coordinator.
6. Use Permit Coordinator assigns and distributes application to Planner.
7. Use Permit Coordinator notifies SPRC Chair of the submission. The SPRC Chair will assign a Planning Commissioner to Chair/facilitate a public review process for the UCMUD use permit application. In addition, affected civic/citizens associations, adjacent property owners, and other stakeholders as appropriate, are notified that an application has been filed, with a copy of the application and contact information for the assigned planner, included.
8. Planner arranges meeting (pre-planning meeting) between UCMUD Review Chair, staff, and the applicant where the applicant will provide an overview of the proposal, and staff and UCMUD Review Chair will provide preliminary comments, ask questions and identify challenges, opportunities, and issues.
9. Applicant is encouraged to present the proposal to affected civic associations, community groups and if warranted, relevant County advisory groups (HALRB, Housing, Transportation Commission, etc.) that may be interested in hearing the proposal specific to their area of assignment as an information item. The applicant should notify staff and the UCMUD Chair when presentations are made to Civic Associations or other advisory groups.
10. UCMUD Review Chair and staff establish an agenda for the UCMUD review.
11. Planner identifies and schedules a date for a UCMUD Review meeting with the UCMUD Chair. Meetings would include Planning Commissioners, and other commission members (HALRB, Housing, Transportation, E2C2, Parks and Recreation, etc.), as well as relevant civic associations, community groups and community stakeholders.
12. Planner prepares UCMUD Review Report (including an analysis of the proposal based on the checklist of requirements) in advance of the meeting for distribution.
13. Convene UCMUD review meeting and any subsequent meetings that would be required based on the established checklist until topics and issues have been adequately addressed as determined by the UCMUD Chair.
14. If legally required, UCMUD proposal is heard by other County advisory groups for recommendation.

15. UCMUD Chair provides a written report summarizing the UCMUD review process of the subject proposal for distribution with Planning Commission information, five (5) days prior to the Planning Commission Hearing.
16. UCMUD proposal is heard by the Planning Commission which makes a recommendation for action to the County Board.
17. County Board takes action on the UCMUD Use Permit application at a public hearing.