

**SPECIAL EXCEPTION, SUBDIVISION AND P&Z COMMISSION SITE PLAN
REVIEW APPLICATION GUIDELINES**

In Middletown, the application procedures are as follows:

Special Exceptions and Subdivisions

- 1) Six (6) folded set of plans only for proposed subdivisions and special exceptions are submitted to the office and circulated for departmental review.
- 2) Upon receipt of all comments, notification is made to the applicant and a formal application along with revised plans, if necessary, and a filing fee can then be submitted. Please check with staff as to how many revised plans will be required.
- 3) The application will then be placed on the next Planning and Zoning Commission agenda for a public hearing to be scheduled.

P&Z Commission Site Plan Review

- 1) Complete Site Plan Review applications that require Planning and Zoning Commission approval must be submitted ten (10) days prior to the meeting in order to be placed on the agenda.