

If an application is not complete, the zoning administrator shall advise the applicant of any deficiencies. When a completed application has been received, the zoning administrator shall:

- a. Make a recommendation to the County Commissioners to grant the permit, make a recommendation to the County Commissioners to grant the permit subject to conditions or modification, or make a recommendation to the County Commissioners to deny the permit;
- b. Refer the application to the Planning and Zoning Commission for further review if the zoning administrator determines that further review is required to determine whether the proposed use or structure conforms to the applicable development standards or zoning district regulations.

**Section 4. Planning and Zoning Commission Review and Recommendation.** In the event that the zoning administrator or the County Commissioners refer an application to the Planning and Zoning Commission for further review, the Planning and Zoning Commission shall promptly review the application, request such further or additional information as the Planning and Zoning Commission determines to be necessary to make a recommendation, and hold public reviews if the Planning and Zoning Commission determines them appropriate.

In reviewing the application the Planning and Zoning Commission shall determine whether the application:

- a. Conforms to the goals, policies and guidelines of the Sublette County Comprehensive Plan; and
- b. Conforms to the applicable zoning district regulations; and
- c. Conforms to the applicable development standards.

Within 45 days after completing its review, the Planning and Zoning Commission shall make recommendations to the Board of County Commissioners, recommending that the Board grant the permit, grant the permit subject to conditions or modification, or deny the permit.

**Section 5. Board of County Commissioners Action.** The Board of County Commissioners shall review the application, zoning administrator's report and recommendations, and the recommendations of the Planning and Zoning Commission if the application was reviewed by the Commission, at a regularly scheduled meeting of the Board, not more than 45 days after the recommendations of the zoning administrator or the Planning and Zoning Commission have been received. If the Board determines that additional information or review is necessary on an application referred to the Board by the zoning administrator, the Board may refer the application to the Planning and Zoning Commission for review in conformity with Section 4 of this chapter.