

Zone Change Process

Applicant submits complete application and fee

Planner reviews for completeness

Incomplete, additional items requested

Red = Approx Time Line

1 Week Typical

Admin creates an Electronic and Hard Copy file, and circulates for review

Planner reviews and generates report

Public Hearing notices generated and processed

Within 45 days

P&Z Hearing

1 Month 1 Week

City Council Hearing

Next available Council meeting

Council Minutes and Findings approved

2 Weeks Typical

Staff drafts Ordinance

Next available Council meeting

Council approval

1 Week Typical

Ordinance Recorded and Map updated*

Recorded document scanned to system with remaining file documentation and then given to applicant. File closed and physical file purged.

* Physical map updates conducted on a periodic basis only