



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

Site Plan				
Task	Date	Time Permitted/ Required	Task Start Date/ End Date	Action Items
INITIAL REVIEW				
Applicant Land Use Packet		20 days	Begin xx End xx	
Staff Review Drainage/ GESC/DESC plans will be forwarded to the Town's Civil Engineer for review				
Application to Referral Agencies	Mailing (xx)	25 days (not including mailing days)	Begins xx and ends xx (allow for mail to travel)	
PUBLIC NOTICE				
Planning Commission Public Hearing Notice Sent to Newspaper	Monday prior to publication by 12 noon to Ranchland News	Publication 15 days prior to hearing	Submit to Ranchland News on xx – send mailings to property owners the same day	Responsibility of applicant: Mailing to : must have certified return receipt & return receipt/ letters that come back to the Town (Staff prepares documents)
Planning Commission Public Hearing Notice to Property Owners within 500' and on-property *Include both dates in mailing ***Must include an On-site posting – 15 days prior	Thursday, xx – Newspaper Publication On-site Posting must be done by publish date			
PLANNING COMMISSION PUBLIC HEARING				



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Planning Commission Public Hearing	Tentative date xx	EMC 16.1.180 [4] indicates scheduling of hearing depending on PC agenda load		
Planning Commission Deliberation and written Recommendation to Board of Trustees	TBD	Depends on Agenda/ Business Load		
BOARD OF TRUSTEES PUBLIC HEARING				
Board of Trustees Public Hearing	Tentative date xx	Depends on Agenda/ Business Load		
Board of Trustees Decision	TBD	Depends on load/ need to deliberate (Decision typically made at next Board of Trustees Meeting)		
<p>(j) The certificate of occupancy will be issued, provided that:</p> <ul style="list-style-type: none"> (1) Landscaping requirements have been met by the applicant. (2) A final drainage plan with GESC/DESC BMPs has been approved by the Civil Engineer. (3) Parking lots and drainage facilities are in and are useable. (4) Sufficient fire flows or protection is present and accepted by the Fire Protection District. (5) Any other requirements made by the Building Official, utilities or other agencies are satisfied. 				

Timeline range: 45 - 90 days