



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

| Use By Special Review Timeline | | | | |
|---|--|--|--|--|
| Task | Date | Time Permitted/ Required | Task Start Date/ End Date | Action Items |
| INITIAL REVIEW | | | | |
| Applicant Land Use Packet | | 10 days | Begin xx End xx | |
| Staff 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 | | | | |
| Planning Commission Public Hearing | Tentative date xx | EMC 16.1.180 [4] indicates scheduling of hearing depending on PC agenda load | | |



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| 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) | | |

Timeline range: 45 - 90 days