



# TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

## Rezone Timeline

Task	Date	Time Permitted/ Required	Task Start Date/ End Date	Action Items
<b>INITIAL REVIEW</b>				
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)	
<b>PUBLIC NOTICE</b>				
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: <b>Mailing to :</b> 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  <b>***Must include an On-site posting – 15 days prior</b>	Thursday, xx – Newspaper Publication  On-site Posting must be done by publish date			
<b>PLANNING COMMISSION PUBLIC HEARING</b>				
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		
<b>BOARD OF TRUSTEES PUBLIC HEARING</b>				
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