

ZOPNING AMENDMENT PROCESS CHART

OPTIONAL PRELIMINARY APPLICATION MEETING

Prior to step 1, applicant may meet with the Zoning Administrator to discuss the process and help ensure all application materials are turned in on time.

APPLICANT

Provides City Clerk with Notice of Appeal application and fee.

ZONING ADMINISTRATOR

Reviews application for completeness. If complete, places the appeal on the agenda of next ZBA meeting.

City publishes Public Hearing notice and notifies property within 300 feet.

ZBA HOLDS PUBLIC HEARING

The Zoning Board of Appeals hears cases.

Reviews Article 13, Sections 44-488 through 44-491 as they apply.

ZBA DECISION

ZBA Decides upon case.

Decisions shall be provided to application in writing stating reasons, facts and findings.

TIMELINE

OPTIONAL

30 DAYS PRIOR TO ZBA MEETING

WITHIN 7 DAYS OF APPLICATION
SUBMITTAL

WITHIN 30 DAYS OF APPLICATION
SUBMITTAL