



ZONING PROCESS FLOW CHART



TOWN COUNCIL (Regular Meeting)

- Zoning application is submitted to Building Inspection Department and applicant meets with staff.
- Zoning request goes to regularly scheduled Council meeting for referral to Zoning Commission.
- Completed application and plans must be submitted a minimum of three (3) weeks prior to Council meeting for processing.
- Agenda Briefing item required by staff a minimum of two (2) weeks prior to Council meeting.
- Regularly scheduled Council meeting occurs on 2nd & 4th Mondays of the month.
- Applicant should attend the Council Study Session meeting for referral to Zoning Commission.
- Approximate time for this phase = 3 to 4 weeks.



ZONING COMMISSION (Public Hearing)

- Zoning Commission public hearing is scheduled following the Council meeting; and written notice must be sent to the property owners within 200 feet of the request, at least ten (10) days prior to the public hearing date.
- Applicant (or representative) is notified in writing of the hearing date in order to attend this meeting and present request.
- Zoning Commission conducts this public hearing to receive public input on zoning change/amendment.
- Zoning Commission will render a recommendation to the Town Council either supporting or opposing the request.
- Approximate time for this phase = 4 weeks.



TOWN COUNCIL (Public Hearing)

- Town Council public hearing is scheduled following the Zoning Commission's public hearing in order to receive the recommendation; and must be noticed in the Park Cities News at least fifteen (15) days prior to the public hearing date.
- Applicant (or representative) is notified in writing of the hearing date in order to attend this meeting and present request.
- Town staff prepares a draft ordinance for adoption by Town Council to amend the zoning ordinance or rezone a property.
- Town Council conducts a public hearing to receive public input on proposed zoning amendment or property being rezoned.
- Town Council acts on ordinance at this same meeting to complete the zoning process.
- Platting process (if required & usually concurrent) is completed by applicant prior to a building permit being issued on property.
- Approximate time for this phase = 3 to 4 weeks.