



Planned Use Dates to Remember

The Planned Use process has elements which are time sensitive. The specific dates and deadlines below will be filled in by the Planning & Zoning Department at the time of the Pre-application Meeting.

1) _____ - Please submit by noon.

Last to day file the completed Planned Use Application. Please call ahead to inform us of the specific time you will be submitting your application.

2) _____ to _____

"Window" for Applicant to send notices to owners within 250 feet of the development parcel.

3) _____ (Wednesday before hearing; please submit these items to the P&Z Department) -

- Statement of Compliance
- Copy of notice given to surrounding property owners
- All green Certified Mail Return Receipts if noticed by mail **OR** original letter signed by owners if notice was given in person.

4) _____ -

Planning Commission – Public Hearing – 6:00 p.m. – City Council Chambers

(Please note: The public hearing schedule may be subject to the discretion of the Planning & Zoning Department staff.)

At the time of the Public Hearing, the Planning Commission will form a recommendation to the City Council. At this meeting, the applicant will be informed of the time and date of the first Community Development Committee meeting (the beginning of the City Council portion of the Planned Use process).

A copy of the agenda will be mailed to you the Friday before the scheduled meetings. The agenda will serve as notice that your petition will be discussed that night. You will want to attend these meetings or have a representative present in your place.