

2017 Zionsville Plan Commission Meeting Dates and Deadlines
Red Text-Indicates date change due to a Holiday or Scheduling Conflicts

Process Dates	Deadlines for January meeting	Deadlines for February meeting	Deadlines for March meeting	Deadlines for April meeting
Filing Deadline	Tuesday December 13, 2016	Tuesday January 17, 2017	Tuesday February 14, 2017	Tuesday March 14, 2017
Distribution to Dept. Heads	Wednesday December 14, 2016	Wednesday January 18, 2017	Wednesday February 15, 2017	Wednesday March 15, 2017
Internal Town Review Meeting	Wednesday December 21, 2016	Wednesday January 25, 2017	Wednesday February 22, 2017	Wednesday March 22, 2017
TAC meeting with Petitioner 1:30pm	Thursday December 22, 2016	Thursday January 26, 2017	Thursday February 23, 2017	Thursday March 23, 2017
Revised plans due	Friday December 30, 2016	Friday February 3, 2017	Friday March 3, 2017	Friday March 31, 2017
Review revised plans w/ Dept. Heads	Wednesday January 04, 2017	Wednesday February 08, 2016	Wednesday March 08, 2017	Wednesday April 05, 2017
Draft staff reports due	Friday January 06, 2017	Friday February 10, 2017	Friday March 10, 2017	Friday April 07, 2017
Final staff reports due	Tuesday January 10, 2016	Tuesday February 14, 2017	Tuesday March 14, 2017	Tuesday April 11, 2017
Distribution to Plan Commissioners	Wednesday January 11, 2017	Wednesday February 15, 2017	Wednesday March 15, 2017	Wednesday April 12, 2017
Plan Commission meeting	Tuesday January 17, 2017	Tuesday February 21, 2017	Monday March 20, 2017	Monday April 17, 2017
Process Dates	Deadlines for May meeting	Deadlines for June meeting	Deadlines for July meeting	Deadlines for August meeting
Filing Deadline	Tuesday, April 11, 2017	Tuesday May 16, 2017	Tuesday June 13, 2017	Tuesday July 18, 2017
Distribution to Dept. Heads	Wednesday, April 12, 2017	Wednesday May 17, 2017	Wednesday June 14, 2017	Wednesday, July 19, 2017
Internal Town Review Meeting	Wednesday, April 19, 2017	Wednesday May 24, 2017	Wednesday, June 21, 2017	Wednesday, July 26, 2017
TAC meeting with Petitioner 1:30pm	Thursday April 20, 2017	Thursday May 25, 2017	Thursday June 22, 2017	Thursday July 27, 2017
Revised plans due	Friday April 28, 2017	Friday June 2, 2017	Thursday June 30, 2017	Friday August 04, 2017
Review revised plans w/ Dept. Heads	Wednesday May 03, 2017	Wednesday June 07, 2017	Wednesday, July 05, 2017	Wednesday August 09, 2017
Draft staff reports due	Friday May 05, 2017	Friday June 09, 2017	Friday July 07, 2017	Friday August 11, 2017
Final staff reports due	Tuesday May 09, 2017	Tuesday June 13, 2017	Tuesday July 11, 2017	Tuesday August 15, 2017
Distribution to Plan Commissioners	Wednesday May 10, 2017	Wednesday June 14, 2017	Wednesday July 12, 2017	Wednesday August 16, 2017
Plan Commission meeting	Monday May 15, 2017	Monday June 19, 2017	Monday July 17, 2017	Monday August 21, 2017
Process Dates	Deadlines for September meeting	Deadlines for October meeting	Deadlines for November meeting	Deadlines for December meeting
Filing Deadline	Tuesday, August 15, 2017	Tuesday, September 12, 2017	Tuesday October 17, 2017	Tuesday November 14, 2017
Distribution to Dept. Heads	Wednesday, August 16, 2017	Wednesday, September 13, 2017	Wednesday October 18, 2017	Wednesday, November 15, 2017
Internal Town Review Meeting	Wednesday, August 23, 2017	Wednesday, September 20, 2017	Wednesday, October 25, 2017	Wednesday, November 22, 2017
TAC meeting with Petitioner 1:30pm	Thursday, August 24, 2017	Thursday September 21, 2017	Thursday October 26, 2017	Wednesday, November 22, 2017
Revised plans due	Friday September 01, 2017	Friday September 29, 2017	Friday November 3, 2017	Friday December 01, 2017
Review revised plans w/ Dept. Heads	Wednesday September 06, 2017	Wednesday October 04, 2017	Wednesday November 08, 2017	Wednesday December 06, 2017
Draft staff reports due	Friday September 08, 2017	Friday October 06, 2017	Friday November 10, 2017	Friday December 08, 2017
Final staff reports due	Tuesday September 12, 2017	Tuesday October 10, 2017	Tuesday November 14, 2017	Tuesday December 12, 2017
Distribution to Plan Commissioners	Wednesday September 13, 2017	Wednesday October 11, 2017	Wednesday November 15, 2017	Wednesday December 13, 2017
Plan Commission meeting	Monday September 18, 2017	Monday October 16, 2017	Monday November 20, 2017	Monday December 18, 2017

Timely Public Notice Is Required. See the attached for Notice Requirements

Plan Commission Notice Requirements for Petitions for Zone Map Change, Modification of Commitments, Subdivision Plats, Development Plans or Vacation of Land

Notice of all *Petitions* for zone map change, modification of commitments, subdivision plats, development plans or vacation of land for public hearing before the *Plan Commission* shall be given to all interested parties or property owners in the following manner:

1. Notice by Publication

Notice, in a form approved by the *Secretary*, shall be published by the *Petitioner* in accordance with I.C. 5-3-1 at least ten (10) days prior to the date of the public hearing.

The *Petitioner* shall be responsible for the cost of such publication.

2. Notice by Mailing

Notice, in a form approved by the *Secretary* in accordance with the requirements of I.C. 36-7-4-604, shall be mailed to each interested party.

Notice by mailing shall be given by certified mail, return receipt requested, at least ten (10) days prior to the date of the hearing.

The requirements of mailing notice shall not be applicable to *Petitions* initiated by the *Plan Commission*.

3. Interested Parties

a. Interested parties for a *Petition* for zone map change, modification of commitments, subdivision plat and development plan approval shall include:

- (1) All owners of property within the area included in the *Petition* who are not *Petitioners*; and,
- (2) All owners of adjoining parcels to a depth of one (1) ownership surrounding the perimeter of the area included in the *Petition*.

In the case of property which has been submitted to the Horizontal Property Law (I.C. 36-1-6), notice shall be given only to the association of co-owners.

For the purpose of notice requirements contained in this subsection a., where any immediately adjoining parcel is owned by the *Petitioner*, the subject property of the *Petition* shall be deemed to include the immediately adjoining parcel owned by the *Petitioner*.

For the purpose of notice requirements contained in this subsection a., where any immediately adjoining parcel is a dedicated right-of-way, railroad right-of-way or private alley or street, the subject property of the *Petitioner* shall be deemed to include the portion of the right-of-way or private street that is contiguous and adjacent to the parcel owned by the *Petitioner*.

- b. Interested parties for a *Petition* for the vacation of land in a plat shall include all property owners within said plat.
- c. In determining the name and address of legal title owners, the records of the Boone County Auditor, or the appropriate office designated in an adjoining county, at a point in time within fourteen (14) days of the date of filing, shall be deemed to be the true names and addresses of all persons entitled to receive notice.



Town of Zionsville
Plan Commission - Board of Zoning Appeals
Public Notice Contact Information

Notice by publication in one (1) newspaper of general circulation is required in accordance with LC. 5-3-1 at least ten (10) days prior to the date of the public hearing. Below is a list of newspapers of general circulation available for publication of legal notice (not an exhaustive list).

Zionsville Times Sentinel

www.timessentinel.com

317-873-6397

Current in Zionsville

www.currentzionsville.com

317-489-4444

Lebanon Reporter

www.reporter.net

765-482-6672

Indianapolis Star

www.indystar.com

317-444-4000