

**2018 Zionsville Plan Commission Meeting Dates and Deadlines**  
**Red Text-Indicates date change due to a Holiday or Scheduling Conflicts**

<b>Process Dates</b>	<b>Deadlines for January meeting</b>	<b>Deadlines for February meeting</b>	<b>Deadlines for March meeting</b>	<b>Deadlines for April meeting</b>
Filing Deadline	Tuesday December 12, 2017	Tuesday, January 16, 2018	Tuesday, February 13, 2018	Tuesday, March 13, 2018
Distribution to Dept. Heads	Wednesday December 13, 2017	Wednesday January 17, 2018	Wednesday February 14, 2018	Wednesday March 14, 2018
Internal Town Review Meeting	Wednesday December 20, 2017	Wednesday January 24, 2018	Wednesday February 21, 2018	Wednesday March 21, 2018
TAC meeting with Petitioner 1:30pm	Thursday December 21, 2017	Thursday January 25, 2018	Thursday February 22, 2018	Thursday March 22, 2018
Revised plans due	Friday December 29, 2017	Friday February 02, 2018	Friday March 02, 2018	Friday March 30, 2018
Review revised plans w/ Dept. Heads	Wednesday January 03, 2018	Wednesday February 07, 2018	Wednesday March 07, 2018	Wednesday April 04, 2018
Draft staff reports due	Friday January 05, 2018	Friday February 09, 2018	Friday March 09, 2018	Friday April 06, 2018
Final staff reports due	Tuesday January 09, 2018	Tuesday February 13, 2018	Tuesday March 13, 2018	Tuesday April 10, 2018
Distribution to Plan Commissioners	Wednesday January 10, 2018	Wednesday February 14, 2018	Wednesday March 14, 2018	Wednesday April 11, 2018
<b>Plan Commission meeting</b>	<b>Tuesday January 16, 2018</b>	<b>Tuesday February 20, 2018</b>	<b>Monday March 19, 2018</b>	<b>Monday April 16, 2018</b>
<b>Process Dates</b>	<b>Deadlines for May meeting</b>	<b>Deadlines for June meeting</b>	<b>Deadlines for July meeting</b>	<b>Deadlines for August meeting</b>
Filing Deadline	Tuesday, April 17, 2018	Tuesday May 15, 2018	Tuesday June 12, 2018	Tuesday, July 17, 2018
Distribution to Dept. Heads	Wednesday, April 18, 2018	Wednesday May 16, 2018	Wednesday, June 13, 2018	Wednesday, July 18, 2018
Internal Town Review Meeting	Wednesday, April 25, 2018	Wednesday May 23, 2018	Wednesday, June 20, 2018	Wednesday, July 25, 2018
TAC meeting with Petitioner 1:30pm	Thursday April 26, 2018	Thursday May 24, 2018	Thursday June 21, 2018	Thursday July 26, 2018
Revised plans due	Friday May 04, 2018	Friday June 01, 2018	Friday June 29, 2018	Friday August 03, 2018
Review revised plans w/ Dept. Heads	Wednesday May 09, 2018	Wednesday June 06, 2018	Tuesday July 03, 2018	Wednesday August 08, 2018
Draft staff reports due	Friday May 11, 2018	Friday June 08, 2018	Friday July 06, 2018	Friday August 10, 2018
Final staff reports due	Tuesday May 15, 2018	Tuesday June 12, 2018	Tuesday July 10, 2018	Tuesday August 14, 2018
Distribution to Plan Commissioners	Wednesday May 16, 2018	Wednesday June 13, 2018	Wednesday July 11, 2018	Wednesday August 15, 2018
<b>Plan Commission meeting</b>	<b>Monday May 21, 2018</b>	<b>Monday June 18, 2018</b>	<b>Monday July 16, 2018</b>	<b>Monday August 20, 2018</b>
<b>Process Dates</b>	<b>Deadlines for September meeting</b>	<b>Deadlines for October meeting</b>	<b>Deadlines for November meeting</b>	<b>Deadlines for December meeting</b>
Filing Deadline	Tuesday, August 14, 2018	Tuesday, September 18, 2018	Tuesday October 16, 2018	Tuesday November 13, 2018
Distribution to Dept. Heads	Wednesday, August 15, 2018	Wednesday, September 19, 2018	Wednesday October 17, 2018	Wednesday, November 14, 2018
Internal Town Review Meeting	Wednesday, August 22, 2018	Wednesday, September 26, 2018	Wednesday, October 24, 2018	Wednesday, November 21, 2018
TAC meeting with Petitioner 1:30pm	Thursday, August 23, 2018	Thursday September 27, 2018	Thursday October 25, 2018	Thursday November 22, 2018
Revised plans due	Friday August 31, 2018	Friday October 05, 2018	Friday November 02, 2018	Friday November 30, 2018
Review revised plans w/ Dept. Heads	Wednesday September 05, 2018	Wednesday October 10, 2018	Wednesday November 07, 2018	Wednesday December 05, 2018
Draft staff reports due	Friday September 07, 2018	Friday October 12, 2018	Friday November 09, 2018	Friday December 07, 2018
Final staff reports due	Tuesday September 11, 2018	Tuesday October 16, 2018	Tuesday November 13, 2018	Tuesday December 11, 2018
Distribution to Plan Commissioners	Wednesday September 12, 2018	Wednesday October 17, 2018	Wednesday November 14, 2018	Wednesday December 12, 2018
<b>Plan Commission meeting</b>	<b>Monday September 17, 2018</b>	<b>Monday October 22, 2018</b>	<b>Monday November 19, 2018</b>	<b>Monday December 17, 2018</b>

**Timely Notice Is Required. See 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](http://www.timessentinel.com)

# 317-873-6397

**Current in Zionsville**

[www.currentzionsville.com](http://www.currentzionsville.com)

# 317-489-4444

**Lebanon Reporter**

[www.reporter.net](http://www.reporter.net)

# 765-482-6672

**Indianapolis Star**

[www.indystar.com](http://www.indystar.com)

# 317-444-4000