

2021 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 | Monday, December 7, 2020 | Monday, January 4, 2021 | Monday, February 1, 2021 | Monday, March 8, 2021 |
| Distribution to Dept. Heads | Tuesday, December 8, 2020 | Tuesday, January 5, 2021 | Tuesday, February 2, 2021 | Tuesday, March 9, 2021 |
| Internal Town Review Meeting | Wednesday, December 16, 2020 | Wednesday, January 13, 2021 | Wednesday, February 10, 2021 | Wednesday, March 17, 2021 |
| TAC meeting with Petitioner 1:30pm | Thursday, December 17, 2020 | Thursday, January 14, 2021 | Thursday, February 11, 2021 | Thursday, March 18, 2021 |
| Revised plans due | Monday, December 28, 2020 | Monday, January 25, 2021 | Monday, February 22, 2021 | Monday, March 29, 2021 |
| Review revised plans w/ Dept. Heads | Wednesday January 6, 2021 | Wednesday, February 3, 2021 | Wednesday, March 3, 2021 | Wednesday, April 7, 2021 |
| Draft staff reports due | Friday, January 8, 2021 | Friday, February 5, 2021 | Friday, March 5, 2021 | Friday, April 9, 2021 |
| Final staff reports due | Tuesday, January 12, 2021 | Tuesday, February 9, 2021 | Tuesday, March 9, 2021 | Tuesday April 13, 2021 |
| Distribution to Plan Commissioners | Wednesday, January 13, 2021 | Wednesday, February 10, 2021 | Wednesday, March 10, 2021 | Wednesday, April 14, 2021 |
| Plan Commission meeting | Tuesday, January 19, 2021 | Tuesday, February 16, 2021 | Monday March 15, 2021 | Monday April 19, 2021 |
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| Process Dates | Deadlines for May meeting | Deadlines for June meeting | Deadlines for July meeting | Deadlines for August meeting |
| Filing Deadline | Monday, April 5, 2021 | Monday, May 10, 2021 | Monday, June 7, 2021 | Tuesday, July 6, 2021 |
| Distribution to Dept. Heads | Tuesday, April 6, 2021 | Tuesday, May 11, 2021 | Tuesday, June 8, 2021 | Wednesday, July 7, 2021 |
| Internal Town Review Meeting | Wednesday, April 14, 2021 | Wednesday, May 19, 2021 | Wednesday June 16, 2021 | Wednesday, July 14, 2021 |
| TAC meeting with Petitioner 1:30pm | Thursday, April 15, 2021 | Thursday May 20, 2021 | Thursday June 17, 2021 | Thursday, July 15, 2021 |
| Revised plans due | Monday, April 26, 2021 | Tuesday, June 1, 2021 | Monday, June 28, 2021 | Monday, July 26, 2021 |
| Review revised plans w/ Dept. Heads | Wednesday, May 5, 2021 | Wednesday, June 9, 2021 | Wednesday, July 7, 2021 | Wednesday, August 4, 2021 |
| Draft staff reports due | Friday May 7, 2021 | Friday, June 11, 2021 | Friday, July 9, 2021 | Friday, August 6, 2021 |
| Final staff reports due | Tuesday, May 11, 2021 | Tuesday, June 15, 2021 | Tuesday July 13, 2021 | Tuesday, August 10, 2021 |
| Distribution to Plan Commissioners | Wednesday, May 12, 2021 | Wednesday June 16, 2021 | Wednesday, July 14, 2021 | Wednesday, August 11, 2021 |
| Plan Commission meeting | Monday May 17, 2021 | Monday June 21, 2021 | Monday July 19, 2021 | Monday August 16, 2021 |
| | | | | |
| Process Dates | Deadlines for September meeting | Deadlines for October meeting | Deadlines for November meeting | Deadlines for December meeting |
| Filing Deadline | Monday, August 9, 2021 | Tuesday, September 7, 2021 | Monday, October 4, 2021 | Monday, November 8 2021 |
| Distribution to Dept. Heads | Tuesday, August 10, 2021 | Wednesday, September 8, 2021 | Tuesday, October 5, 2021 | Tuesday, November 9, 2021 |
| Internal Town Review Meeting | Wednesday, August 18, 2021 | Wednesday, September 15, 2021 | Wednesday, October 13, 2021 | Wednesday, November 17, 2021 |
| TAC meeting with Petitioner 1:30pm | Thursday, August 19, 2021 | Thursday September 16, 2021 | Thursday, October 14, 2021 | Thursday, November 18, 2021 |
| Revised plans due | Monday, August 30, 2021 | Monday, September 25, 2021 | Monday, October 25, 2021 | Monday, November 29, 2021 |
| Review revised plans w/ Dept. Heads | Wednesday, September 8, 2021 | Wednesday, October 3, 2021 | Wednesday November 3, 2021 | Wednesday December 8, 2021 |
| Draft staff reports due | Friday, September 10, 2021 | Friday, October 8, 2021 | Friday, November 5, 2021 | Friday, December 10, 2021 |
| Final staff reports due | Tuesday, September 14, 2021 | Tuesday, October 12, 2021 | Tuesday, November 9, 2021 | Tuesday, December 14, 2021 |
| Distribution to Plan Commissioners | Wednesday, September 15, 2021 | Wednesday, October 13, 2021 | Wednesday, November, 10, 2021 | Wednesday, December 15, 2021 |
| Plan Commission meeting | Monday September 20, 2021 | Monday October 18, 2021 | Monday November 15, 2021 | Monday December 20, 2021 |
| 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).

Current in Zionsville

www.currentzionsville.com

Brian Kelley

317-414-7879

brian@youarecurrent.com

Lebanon Reporter

www.reporter.net

Jaime Hensley

jaime.hensley@indianamediaingroup.com

765-640-2318

Indianapolis Star

www.indystar.com

317-444-4444

publicnotices@indystar.com