

## 2022 Zionsville Plan Commission Deadlines and Meeting Dates

**Pre-filing Meetings are required. Contact Staff at least 2 weeks prior to the Filing Deadline to schedule.**

**Red Text - Indicates date change due to a Holiday or Scheduling Conflicts.**

Process Steps	Deadlines for January Meeting	Deadlines for February Meeting	Deadlines for March Meeting	Deadlines for April Meeting
Filing Deadline	Monday, December 6, 2021	Monday, January 10, 2022	Monday, February 7, 2022	Monday, March 7, 2022
Distribution to Department Heads	Tuesday, December 7, 2021	Tuesday, January 11, 2022	Tuesday, February 8, 2022	Tuesday, March 8, 2022
Internal Town Review Meeting	Wednesday, December 15, 2021	Wednesday, January 19, 2022	Wednesday, February 16, 2022	Wednesday, March 16, 2022
TAC meeting with Petitioner @ 1:30 pm	Thursday, December 16, 2021	Thursday, January 20, 2022	Thursday, February 17, 2022	Thursday, March 17, 2022
Petitioner's Revised materials/plans due	Tuesday, December 28, 2021	Tuesday, February 1, 2022	Tuesday, March 1, 2022	Tuesday, March 29, 2022
Final Staff Comments due	Thursday, January 6, 2022	Thursday, February 10, 2022	Thursday, March 10, 2022	Thursday, April 7, 2022
Final Petitioner's Materials Packets due	Monday, January 10, 2022	Monday, February 14, 2022	Monday, March 14, 2022	Monday, April 11, 2022
Staff Reports & Materials to PC Members	Friday, January 14, 2022	Friday, February 18, 2022	Friday, March 18, 2022	Friday, April 15, 2022
<b>Plan Commission Meeting</b>	<b>Tuesday, January 18, 2022</b>	<b>Tuesday, February 22, 2022</b>	<b>Monday March 21, 2022</b>	<b>Monday April 18, 2022</b>
Process Steps	Deadlines for May Meeting	Deadlines for June Meeting	Deadlines for July Meeting	Deadlines for August Meeting
Filing Deadline	Monday, April 4, 2022	Monday, May 9, 2022	Monday, June 6, 2022	<b>Tuesday, July 5, 2022</b>
Distribution to Department Heads	Tuesday, April 5, 2022	Tuesday, May 10, 2022	Tuesday, June 7, 2022	<b>Wednesday, July 6, 2022</b>
Internal Town Review Meeting	Wednesday, April 13, 2022	Wednesday, May 18, 2022	Wednesday, June 15, 2022	Wednesday, July 13, 2022
TAC meeting with Petitioner @ 1:30 pm	Thursday, April 14, 2022	Thursday, May 19, 2022	Thursday, June 16, 2022	Thursday, July 14, 2022
Petitioner's Revised materials/plans due	Tuesday, April 26, 2022	Tuesday, May 31, 2022	Tuesday, June 28, 2022	Tuesday, July 26, 2022
Final Staff Comments due	Thursday, May 5, 2022	Thursday, June 9, 2022	Thursday, July 7, 2022	Thursday, August 2, 2022
Final Petitioner's Materials Packets due	Monday, May 9, 2022	Monday, June 13, 2022	Monday, July 11, 2022	Monday, August 8, 2022
Staff Reports & Materials to PC Members	Friday, May 13, 2022	Friday, June 17, 2022	Friday, July 15, 2022	Friday, August 12, 2022
<b>Plan Commission Meeting</b>	<b>Monday May 16, 2022</b>	<b>Tuesday, June 21, 2022</b>	<b>Monday July 18, 2022</b>	<b>Monday August 15, 2022</b>
Process Steps	Deadlines for September Meeting	Deadlines for October Meeting	Deadlines for November Meeting	Deadlines for December Meeting
Filing Deadline	Monday, August 8, 2022	<b>Tuesday, September 6, 2022</b>	Monday, October 10, 2022	Monday, November 7, 2022
Distribution to Department Heads	Tuesday, August 9, 2022	<b>Wednesday, September 7, 2022</b>	Tuesday, October 11, 2022	Tuesday, November 8, 2022
Internal Town Review Meeting	Wednesday, August 17, 2022	Wednesday, September 14, 2022	Wednesday, October 19, 2022	Wednesday, November 16, 2022
TAC meeting with Petitioner @ 1:30 pm	Thursday, August 18, 2022	Thursday, September 15, 2022	Thursday, October 20, 2022	Thursday, November 17, 2022
Petitioner's Revised materials/plans due	Tuesday, August 30, 2022	Tuesday, September 27, 2022	Tuesday, November 1, 2022	Tuesday, November 29, 2022
Final Staff Comments due	Thursday, September 8, 2022	Thursday, October 6, 2022	Thursday, November 10, 2022	Thursday, December 8, 2022
Final Petitioner's Materials Packets due	Monday, September 12, 2022	Monday, October 10, 2022	Monday, November 14, 2022	Monday, December 12, 2022
Staff Reports & Materials to PC Members	Friday, September 16, 2022	Friday, October 14, 2022	Friday, November 18, 2022	Friday, December 16, 2022
<b>Plan Commission Meeting</b>	<b>Monday September 19, 2022</b>	<b>Monday October 17, 2022</b>	<b>Monday November 21, 2022</b>	<b>Monday December 19, 2022</b>
<b>Timely Legal Notice of the Public Meeting is required. See attached information for Legal Notice Requirements.</b>				

# 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. Notice by Sign Posting

A Notice sign, in a form approved by the *Secretary*, shall be posted in a conspicuous place on the subject property, outside of any public right-of-way, by the *Petitioner* at least ten (10) days prior to the date of the public hearing.

## 4. 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](http://www.currentzionsville.com)  
# 317-489-4444  
[legals@youarecurrent.com](mailto:legals@youarecurrent.com)

**Lebanon Reporter**

[www.reporter.net](http://www.reporter.net)  
# 765-640-2318  
[publicnotices@indianamedia.com](mailto:publicnotices@indianamedia.com)

**Indianapolis Star**

[www.indystar.com](http://www.indystar.com)  
# 317-444-4444  
[publicnotices@indystar.com](mailto:publicnotices@indystar.com)