

2019 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 18, 2018	Tuesday January 15, 2019	Tuesday February 12, 2019	Tuesday March 12, 2019
Distribution to Dept. Heads	Wednesday December 19, 2018	Wednesday January 16, 2019	Wednesday February 13, 2019	Wednesday March 13, 2019
Internal Town Review Meeting	Wednesday December 26, 2018	Wednesday January 23, 2019	Wednesday February 20, 2019	Wednesday March 20, 2019
TAC meeting with Petitioner 1:30pm	Thursday December 27, 2018	Thursday January 24, 2019	Thursday February 21, 2019	Thursday March 21, 2019
Revised plans due	Friday January 04, 2019	Friday February 1, 2019	Friday March 01, 2019	Friday March 29, 2019
Review revised plans w/ Dept. Heads	Wednesday January 09, 2019	Wednesday February 06, 2019	Wednesday March 06, 2019	Wednesday April 03, 2019
Draft staff reports due	Friday January 11, 2019	Friday February 08, 2019	Friday March 08, 2019	Friday April 05, 2019
Final staff reports due	Tuesday January 15, 2019	Tuesday February 12, 2019	Tuesday March 12, 2019	Tuesday April 09, 2019
Distribution to Plan Commissioners	Wednesday January 16, 2018	Wednesday February 13, 2019	Wednesday March 13, 2019	Wednesday April 10, 2019
Plan Commission meeting	Tuesday January 22, 2019	Tuesday February 19, 2019	Monday March 18, 2019	Monday April 15, 2019
Process Dates	Deadlines for May meeting	Deadlines for June meeting	Deadlines for July meeting	Deadlines for August meeting
Filing Deadline	Tuesday April 16, 2019	Tuesday May 14, 2019	Tuesday June 11, 2019	Tuesday July 16, 2019
Distribution to Dept. Heads	Wednesday April 17, 2019	Wednesday May 15, 2019	Wednesday June 12, 2019	Wednesday July 17, 2019
Internal Town Review Meeting	Wednesday April 24, 2019	Wednesday May 22, 2019	Wednesday June 19, 2019	Wednesday July 24, 2019
TAC meeting with Petitioner 1:30pm	Thursday April 25, 2019	Thursday May 23, 2019	Thursday June 20, 2019	Thursday July 25, 2019
Revised plans due	Friday May 03, 2019	Friday May 31, 2019	Friday June 28, 2019	Friday August 02, 2019
Review revised plans w/ Dept. Heads	Wednesday May 08, 2019	Wednesday June 05, 2019	Tuesday July 03, 2019	Wednesday August 07, 2019
Draft staff reports due	Friday May 10, 2019	Friday June 07, 2019	Friday July 05, 2019	Friday August 09, 2019
Final staff reports due	Tuesday May 14, 2019	Tuesday June 11, 2019	Tuesday July 09, 2019	Tuesday August 13, 2019
Distribution to Plan Commissioners	Wednesday May 15, 2019	Wednesday June 12, 2019	Wednesday July 10, 2019	Wednesday August 14, 2019
Plan Commission meeting	Monday May 20, 2019	Monday June 17, 2019	Monday July 15, 2019	Monday August 19, 2019
Process Dates	Deadlines for September meeting	Deadlines for October meeting	Deadlines for November meeting	Deadlines for December meeting
Filing Deadline	Tuesday August 13, 2019	Tuesday September 17, 2019	Tuesday October 15, 2019	Tuesday November 12, 2019
Distribution to Dept. Heads	Wednesday August 14, 2019	Wednesday September 18, 2019	Wednesday October 16, 2019	Wednesday November 13, 2019
Internal Town Review Meeting	Wednesday August 21, 2019	Wednesday September 25, 2019	Wednesday October 23, 2019	Wednesday November 20, 2019
TAC meeting with Petitioner 1:30pm	Thursday August 22, 2019	Thursday September 26, 2019	Thursday October 24, 2019	Thursday November 21, 2019
Revised plans due	Friday August 30, 2019	Friday October 04, 2019	Friday November 01, 2019	Monday December 2, 2019
Review revised plans w/ Dept. Heads	Wednesday September 04, 2019	Wednesday October 09, 2019	Wednesday November 06, 2019	Wednesday December 04, 2019
Draft staff reports due	Friday September 06, 2019	Friday October 11, 2019	Friday November 08, 2019	Friday December 06, 2019
Final staff reports due	Tuesday September 10, 2019	Tuesday October 15, 2019	Tuesday November 12, 2019	Tuesday December 10, 2019
Distribution to Plan Commissioners	Wednesday September 11, 2019	Wednesday October 16, 2019	Wednesday November 13, 2019	Wednesday December 11, 2019
Plan Commission meeting	Monday September 16, 2019	Monday October 21, 2019	Monday November 18, 2019	Monday December 16, 2019

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
765-482-4650

Current in Zionsville

www.currentzionsville.com
317-489-4444

Lebanon Reporter

www.reporter.net
765-482-4650

Indianapolis Star

www.indystar.com
317-444-4000