

2023 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, November 28, 2022 | Tuesday, January 3, 2023 | Monday, January 30, 2023 | Monday, February 27, 2023 |
| Distribution to Department Heads | Tuesday, November 29, 2022 | Wednesday, January 4, 2023 | Tuesday, January 31, 2023 | Tuesday, February 28, 2023 |
| Internal Town Review Meeting | Tuesday, December 13, 2022 | Tuesday, January 17, 2023 | Tuesday, February 14, 2023 | Tuesday, March 14, 2023 |
| TAC meeting with Petitioner @ 1:30 pm | Wednesday, December 14, 2022 | Wednesday, January 18, 2023 | Wednesday, February 15, 2023 | Wednesday, March 15, 2023 |
| Petitioner's Revised materials/plans due | Tuesday, December 27, 2022 | Tuesday, January 31, 2023 | Tuesday, February 28, 2023 | Tuesday, March 28, 2023 |
| Final Staff Comments due | Thursday, January 5, 2023 | Thursday, February 9, 2023 | Thursday, March 9, 2023 | Thursday, April 6, 2023 |
| Final Petitioner's Materials Packets due | Monday, January 9, 2023 | Monday, February 13, 2023 | Monday, March 13, 2023 | Monday, April 10, 2023 |
| Staff Reports & Materials to PC Members | Friday, January 13, 2023 | Friday, February 17, 2023 | Friday, March 17, 2023 | Friday, April 14, 2023 |
| Plan Commission Meeting | Tuesday, January 17, 2023 | Tuesday, February 21, 2023 | Monday, March 20, 2023 | Monday, April 17, 2023 |

| Process Steps | Deadlines for May Meeting | Deadlines for June Meeting | Deadlines for July Meeting | Deadlines for August Meeting |
|--|-----------------------------|-------------------------------|--------------------------------|--------------------------------|
| Filing Deadline | Monday, March 27, 2023 | Monday, May 1, 2023 | Tuesday, May 30, 2023 | Monday, July 3, 2023 |
| Distribution to Department Heads | Tuesday, March 28, 2023 | Tuesday, May 2, 2023 | Wednesday, May 31, 2023 | Wednesday, July 5, 2023 |
| Internal Town Review Meeting | Tuesday, April 11, 2023 | Tuesday, May 16, 2023 | Tuesday, June 13, 2023 | Tuesday, July 18, 2023 |
| TAC meeting with Petitioner @ 1:30 pm | Wednesday, April 12, 2023 | Wednesday, May 17, 2023 | Wednesday, June 14, 2023 | Wednesday, July 19, 2023 |
| Petitioner's Revised materials/plans due | Tuesday, April 25, 2023 | Tuesday, May 30, 2023 | Tuesday, June 27, 2023 | Tuesday, August 1, 2023 |
| Final Staff Comments due | Thursday, May 4, 2023 | Thursday, June 8, 2023 | Thursday, July 6, 2023 | Thursday, August 10, 2023 |
| Final Petitioner's Materials Packets due | Monday, May 8, 2023 | Monday, June 12, 2023 | Monday, July 10, 2023 | Monday, August 14, 2023 |
| Staff Reports & Materials to PC Members | Friday, May 12, 2023 | Friday, June 16, 2023 | Friday, July 14, 2023 | Friday, August 18, 2023 |
| Plan Commission Meeting | Monday, May 15, 2023 | Tuesday, June 20, 2023 | Monday, July 17, 2023 | Monday, August 21, 2023 |

| Process Steps | Deadlines for September Meeting | Deadlines for October Meeting | Deadlines for November Meeting | Deadlines for December Meeting |
|--|-----------------------------------|---------------------------------|----------------------------------|----------------------------------|
| Filing Deadline | Monday, July 31, 2023 | Monday, August 28, 2023 | Monday, October 2, 2023 | Monday, October 30, 2023 |
| Distribution to Department Heads | Tuesday, August 1, 2023 | Tuesday, August 29, 2023 | Tuesday, October 3, 2023 | Tuesday, October 31, 2023 |
| Internal Town Review Meeting | Tuesday, August 15, 2023 | Tuesday, September 12, 2023 | Tuesday, October 17, 2023 | Tuesday, November 14, 2023 |
| TAC meeting with Petitioner @ 1:30 pm | Wednesday, August 16, 2023 | Wednesday, September 13, 2023 | Wednesday, October 18, 2023 | Wednesday, November 15, 2023 |
| Petitioner's Revised materials/plans due | Tuesday, August 29, 2023 | Tuesday, September 26, 2023 | Tuesday, October 31, 2023 | Tuesday, November 28, 2023 |
| Final Staff Comments due | Thursday, September 7, 2023 | Thursday, October 5, 2023 | Thursday, November 9, 2023 | Thursday, December 7, 2023 |
| Final Petitioner's Materials Packets due | Monday, September 11, 2023 | Monday, October 9, 2023 | Monday, November 13, 2023 | Monday, December 11, 2023 |
| Staff Reports & Materials to PC Members | Friday, September 15, 2023 | Friday, October 13, 2023 | Friday, November 17, 2023 | Friday, December 15, 2023 |
| Plan Commission Meeting | Monday, September 18, 2023 | Monday, October 16, 2023 | Monday, November 20, 2023 | Monday, December 18, 2023 |

Timely Legal Notice of the Plan Commission Meeting is required. See attached information for Legal 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. 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
317-489-4444
legals@youarecurrent.com

Lebanon Reporter

www.reporter.net
765-640-2318
publicnotices@indianamedia.com

Indianapolis Star

www.indystar.com
317-444-4444
publicnotices@indystar.com