Amendments (Zoning)
Municipal Code Section 16.25

Step 1: Pre-Application Meeting
Section 16.25.030 (b) (1)

Step 2: Complete Application
Section 16.25.030 (a)

→ Application Link

Step 3: Pay Fees & Submit Reimbursement Agreement
Section 16.25.030 (b)(2)

10 Calendar days

Step 4: Completeness Review by the Town
Section: 16.25.030 (b) (3)

→ Incomplete → Applicant Submits Complete Application

No less than 30 Calendar days

Step 5: Town issues memo to Planning Commission recommending approval or denial
Section 16.25.030 (b) (5)

Step 6: Town Clerk publishes public meeting notice
Section 16.25.030 (b) (7)

At least 7 Calendar days

Step 7: Planning Commission Advisory Review
Section 16.25.030 (c)

No more than 5 calendar days

Step 8: Town Clerk schedules BOT Hearing
Section 16.25.030 (d) (1)

Not more than 30 Calendar days

Step 9:
- Town Clerk publishes public meeting notice
- Applicant posts notice on subject property
- Applicant sends certified mail notices to property owners within 300 feet

Section 16.25.030 (d) (1)

At least 15 calendar days

Step 10: Board of Trustees Hearing
Section 16.25.030 (d) (2)

→ Denial

Within 30 calendar days of BOT decision

Appeal to Court of Law

Approval