

# Summary of the Zoning Change Process

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- Prior to submitting a zoning change application, the applicant shall schedule a meeting with Development Services staff to discuss the potential application. The next step may be the scheduling of a pre-application meeting to review a concept plan.
- For Zoning Change requests that do not conform with the Future Land Use Plan, an amendment to the Future Land Use Plan is required to be considered, and can be considered concurrently with the zoning request.
- Zoning Change Application and associated materials (see Zoning checklist) are submitted to the Development Services Department by the applicant in accordance with the Town's Zoning and Development Schedule. The zoning request is reviewed by Town staff; comments regarding the zoning request are made available to applicant; and the applicant addresses the comments and returns the associated materials.
- "Proposed Zoning Change" signs shall be erected on the subject property, by the applicant, no less than ten (10) days prior to the Planning & Zoning Commission's Public Hearing, and a photo of the sign on the property must be emailed to staff no less than ten days prior to the Planning & Zoning Commission's Public Hearing. The sign shall be maintained throughout the zoning process, and the sign must be removed within three (3) days after the Town's approval of the ordinance rezoning the property. Failure to erect the sign will require the postponement of the Public Hearing.
- Public Hearings are held by the Planning & Zoning Commission and Town Council to consider and act upon the zoning request. The Planning & Zoning Commission and Town Council may approve, deny, or table the request.
- Written notice of the Public Hearing before the Planning & Zoning Commission is mailed by the Town to each property owner within two hundred feet (200') of the property on which the zoning is being requested, as indicated by the most recently approved municipal tax roll. *Notices are mailed by Town staff prior to the 10<sup>th</sup> day before the Planning & Zoning Commission Public Hearings.*
- Notice of the Town Council Public Hearing is published by Town staff in the Prosper Press before the 15th day prior to the Public Hearing).
- If the zoning change request is approved, an ordinance to enact the zoning will generally be considered by Town Council at their next meeting, if not adopted concurrently with zoning approval.