REZONING PROCESS FLOW CHART

*VOLUNTARY ANNEXATION APPLICATIONS MAY RUN CONCURRENTLY WITH A REZONING APPLICATION

STEP ONE

APPLICATION

- REVIEW LDO TO IDENTIFY REQUESTED ZONING DISTRICT
- PRE-APPLICATION (SKETCH PLAN) MEETING
- SUBMIT COMPLETE REZONING APPLICATION IN GOVWELL & PAY FEES
- POST LETTERS TO ABUTTING PROPERTY OWNERS WITHIN 500 FT OF THE PROPERTY (INCLUDE TOWN OF ROLESVILLE IN LETTER POSTING). HOLD REQUIRED NEIGHBORHOOD MEETING
- SUBMIT MEETING MINUTES AND ATTENDANCE LIST OF NEIGHBORHOOD MEETING AT LEAST TEN (10) DAYS BEFORE PLANNING BOARD MEETING

STEP TWO

PLANNING BOARD

- ATTEND PLANNING BOARD MEETING
- RECEIVE RECOMMENDATION FOR APPROVAL OR DENIAL OF THE PROJECT
- POST SIGNS ON PROPERTY AND LETTERS SAME AS STEP ONE, AT LEAST TEN (10) BUT NOT LESS THAN TWENTY-FIVE (25) DAYS BEFORE THE LEGISLATIVE HEARING
- SEND STAFF SIGNED CONDITIONS, SEALED BOUNDARY SURVEY, AND PRESENTATION AT LEAST TEN (10) DAYS BEFORE LEGISLATIVE HEARING

STEP THREE

LEGISLATIVE HEARING

- ATTEND LEGISLATIVE HEARING
- PRESENT REZONING REQUEST TO THE BOARD OF COMMISSIONERS
- CONTINUED: THE TOWN BOARD MAY CONTINUE THE CASE UNTIL A DATE CERTAIN MEETING.

STEP FOUR

APPROVAL NEXT STEPS

- WAIT THIRTY (30) DAYS (APPEAL/CHALLENGE PERIOD) FOR SIGNED REZONING ORDINANCE AND LETTER OF APPROVAL
- SUBMIT SITE DEVELOPMENT PLAN OR PRELIMINARY SITE PLAN APPLICATION IN GOVWELL FOR TRC REVIEW