City of Delaware Zoning Map Amendment Review Workflow

place on Tuesday and Thursday cluded in all revisions. In addition mornings and are usually done an be found in the checklist on file pplicants should begin to work or Ingineering documents and studie with the Planning and Communit evelopment Department and must A site plan is required for all PUDs eports and Traffic Impact Studie e submitted six weeks prior to the and should only include the items required prior to submitting an desired Planning Commission described in the checklist on file application for a Zoning Map with the Planning and Communi Development Department. staff provides comments based on steps 2 and 3 are repeated until applicant revises their site plan applicant submits their Zoning Map applicant requests pre-development the site plan (if required) and Staff deems project is ready to move and produces other documentation Amendment application. meeting with City Staff. required for full Staff review. materials provided by the applicant. to step 4. Staff meets internally approximately the completeness status. If an every two weeks to discuss projects currently in the pipeline. After these invoice will be sent to the applicant. meetings, comprehensive Payment of this invoice by the due comments will be relayed to the date will secure an applicant's Planning Commission agenda.

staff reviews for completeness.

Staff will review all

olications in the order they are

ibmitted and notify applicants of

space on the next available

implete applications will need to

complete applications are placed on the next available Planning Commission agenda.

Planning Commission reviews

applications in accordance with the

requirements of the Zoning Code.

All Zoning Map Amendments

include a public hearing. The

Commission's action is a formal

recommendation made to City

Council.

the case goes before City Council for a final decision.

if approved by Council, the Zoning **Map Amendment goes into effect** after 30 days.

Projects in PUDs will require a Development Plan. Straight-zoned subdivisions will require a Subdivision Plat. Other straight-zoned sites which comply in all respects to the zoning code may be able to be reviewed

Zoning Map Amendments require a public hearing and are adopted by Ordinance, requiring three readings. The first reading of the case sets the date and time for the public hearing. The second reading includes the Staff presentation, Council discussion, and the public hearing. Council may vote to suspend the rules and take action after two readings or table a

case to all readings (or more).

After the Zoning Map Amendment has been approved, applicants may submit for Development Plan, **Subdivision Plat or Administrative**

administratively.