

TIME LINE FOR ZONE CHANGE ONLY

TASK	MAXIMUM TIME FOR COMPLETION	CUMULATIVE TIME
Submittal of Application		
File Set Up, Account Number Established	2 working days	2 days
Project referred to other City departments, responsible and trustee agencies, neighborhood task forces, residents and tenants within 300' of property, and other known interested parties.	14 calendar days	16 days
Responses coordinated and interdepartmental meeting held regarding project.	5 working days	21-23 days
Applicant advised of status of permit (completeness) and may be asked to provide any other information required to review plans.	1 day	22-24 days
Applicant submits additional information necessary to continue processing permit.	In accordance with applicant's schedule.	
Applicant additional information is circulated for review.	5 working days	27-29 days
Negative declaration is prepared.	3 working days	30-32 days
Planning Commission report and findings are prepared and circulated for in-house review.	10 working days	40 -42 days
Public notice provided and item scheduled for Planning Commission hearing.	20 – 44 calendar days, depending upon location.	60-86 days
Report prepared, public notice provided, and item scheduled for City Council.	30 days	90-116 days