Processing Zone Changes and Conditional Uses

General Procedures for Processing City Zone Changes and Conditional Uses

1. Potential applicant discusses feasibility of zone change or conditional use with Planning Staff followed by a pre-application conference, if appropriate.

2. Applicant is encouraged to visit with surrounding property owners and representatives of the neighborhood council in which the rezoning or conditional use is located to present the project and solicit input.

3 .Applicant submits Development Review Application and appropriate supplements and fee to the Planning Office.

4. Notice of Public Hearing before Planning Advisory Board/Zoning Commission is published in the *Great Falls Tribune* at least 15 days prior to hearing and mailed to all property owners within 150 feet radius of area involved with rezoning or conditional use.

5. Planning Staff, if necessary, consults appropriate review officials for possible issues, and prepares report and recommendation to Zoning Commission.

6. Planning Staff posts a sign containing copies of "Notice of Public Hearing" on property involved with rezoning or conditional use.

7. Zoning Commission conducts public hearing and arrives at a recommendation.

8. After resolution of any conditions imposed by Zoning Commission, a rezoning ordinance or conditional use resolution is submitted by Planning Staff to City Commission for first reading and setting of public hearing date.

9. Notice of public hearing before City Commission is published in Tribune at least 15 days prior to hearing.

10. City Commission conducts public hearing subsequently deciding to approve or disapprove rezoning ordinance or conditional use resolution on final reading.

11. Approved ordinance becomes effective 30 days after passage and approved resolution becomes effective immediately.

*Typical time period between submittal of application and effective date of rezoning ordinance is 3 to 4 months, and conditional use resolution is 2 to 3 months.

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