City of Portage Planning Commission and BZA Timelines

Planning Commission (PC)

(Applications for Primary and Secondary Plat, Site Plan, Planned Development, and Rezoning)

Board of Zoning Appeals (BZA)

(Applications for Special Exceptions, Development Standard Variances, and Use Variances)

Pre-Application Meeting

45 DAYS

Submit Application

(45 days out from PC/BZA meeting)

30 DAYS

Development Review Committee (DRC)

(30 days out from PC/BZA meeting. Total days depend on when application was submitted and checklist completeness)

15 DAYS

Notice of Public Hearing

Petitioner to provide notice of public hearing to adjacent property owners

(Notice is given to petitioner approximately 15 days from meeting.)

10 DAYS

Notice of Print

A notice is required to be shown in a public newspaper running for at least one day.

Print must occur 10 or more days prior to the scheduled PC meeting.

Meeting Preparation

Petitioner will prepare their presentation of project proposal to include a PowerPoint, hand outs to Commission and staff members (10 copies), and visuals and layout of project and any other information pertinent to the project.

0 DAYS

PC/BZA Meeting

Decision made on application

- **Application Approved**
- **Application Approved with Contingencies**
- **Application Continued**
- **Application Denied**