

Procedure Process and Timeline Table

PROCESS	ZONE CHANGES AND CODE AMENDMENTS	CONDITIONAL USE PERMITS	***SITE PLANS		****DESIGN REVIEW BOARD		PRELIMINARY PLAT	FINAL PLAT
Application Completeness Review Time Frame	1-14 Days	1-14 Days	1-14 Days		1-14 Days		1-14 days	1-14
Substantive Application Review Time Frame	30-60 days	30-60 days	30-60 Days		30-60 Days		30-60 Days	30-60 Days
Public Hearing	Required	Required	Required	Not Required	Required	Not Required	Required	Required
*Neighborhood Meeting	Required	Required	Required	Not Required	Required	Not Required	Not Required	Not Required
1st Public Hearing	Planning & Zoning Commission	Planning & Zoning Commission	Planning & Zoning Commission	N/A	Design Review Board	N/A	Planning & Zoning Commission	Planning & Zoning Commission
**2nd Public Hearing	Mayor & Council	Mayor & Council	Mayor & Council	N/A	N/A	N/A	N/A	Mayor & Council

*The neighborhood meeting may occur during staff's substantive review of an application

**To occur no later than 45 days after the Planning & Zoning Commissions action on such an item

***Site Plans for certain items may be administratively approved by the Zoning Administrator per Section 303.1.C of the Town of Jerome Zoning Ordinance

****Should any project require design review in addition to another process, the project shall receive approval from the Design Review Board prior to being scheduled for a public hearing for the other process.