

## Zone Change Standard Schedule – July to December 2023

Action		July .....>									December
<b>Pre</b>	Pre-application Meeting	Required – Scheduled at least 2 weeks in advance – Refer to City website for scheduling and submittal docs									
	Neighborhood Meeting	Required – Meeting notice mailed at least 2 weeks in advance									
<b>Review</b>	Submit complete application – appointment required <i>Dates represent the last day to submit for hearing dates below</i>	7/5/23	7/26/23	8/9/23	8/23/23	9/20/23	10/4/23	11/6/23	11/20/23	12/20/23	
	Referral out for 1st review <i>Sent within 3 days of submittal</i>	7/7/23	7/28/23	8/11/23	8/25/23	9/22/23	10/6/23	11/8/23	11/22/23	12/22/23	
	Referral comments due from agencies to staff <i>15-day referral period</i>	7/21/23	8/11/23	8/25/23	9/8/23	10/6/23	10/20/23	11/22/23	12/8/23	1/5/24	
	Return 1st review comments to applicant <i>Sent within 3 days of referral period ending</i>	7/25/23	8/15/23	8/29/23	9/12/23	10/10/23	10/24/23	11/28/23	12/12/23	1/9/24	
<i>In the event additional submittals and reviews are required, public hearings may be delayed until comments have been appropriately addressed. *Review periods are estimates only; confer with case manager.</i>											
<b>Planning Commission</b>	Publish request for PC public hearing / final docs due <i>Friday before posting date – publish is staff responsibility</i>	7/28/23	8/18/23	9/1/23	9/15/23	10/13/23	10/27/23	12/1/23	12/15/23	1/12/24	
	Post property for hearing / applicant presentation due <i>2 weeks before hearing date – applicant responsibility</i>	8/3/23	8/24/23	9/7/23	9/21/23	10/19/23	11/2/23	12/7/23	12/21/23	1/18/24	
	Staff report and presentation(s) published on WRS <i>By close of business 2 Fridays before hearing</i>	8/4/23	8/25/23	9/8/23	9/22/23	10/20/23	11/3/23	12/8/23	12/22/23	1/19/24	
	<b>PC public hearing/recommendation</b> <i>1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month</i>	<b>8/17/23</b>	<b>9/7/23</b>	<b>9/21/23</b>	<b>10/5/23</b>	<b>11/2/23</b>	<b>11/16/23</b>	<b>12/21/23</b>	<b>1/4/24</b>	<b>2/1/24</b>	
<b>City Council</b>	Packet to CC for first reading <i>Due 2 Wednesdays before 1<sup>st</sup> reading date</i>	8/30/23	9/13/23	9/27/23	10/11/23	11/1/23	11/29/23	12/27/23	1/10/24	1/31/24	
	<b>CC first reading</b> <i>2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month</i>	<b>9/11/23</b>	<b>9/25/23</b>	<b>10/9/23</b>	<b>10/23/23</b>	<b>11/13/23</b>	<b>12/11/23</b>	<b>1/8/24</b>	<b>1/22/24</b>	<b>2/12/24</b>	
	Publish request for CC public hearing <i>Thursday after 1<sup>st</sup> reading – City Clerk responsibility</i>	9/15/23	9/29/23	10/20/23	11/3/23	11/17/23	12/15/23	1/19/24	2/2/24	2/16/24	
	Final application documents due <i>Needed to finalize staff report/presentation – applicant responsibility</i>	9/19/23	10/3/23	10/24/23	11/7/23	11/21/23	12/19/23	1/23/24	2/6/24	2/20/24	
	Post property for CC public hearing <i>2 weeks before hearing date – applicant responsibility</i>	9/25/23	10/9/23	10/30/23	11/13/23	11/27/23	12/22/23	1/29/24	2/12/24	2/26/24	
	Applicant presentation due for WRS <i>Refer to WRS Applicant Guide – applicant responsibility</i>	9/28/23	10/12/23	11/2/23	11/16/23	11/30/23	12/28/23	2/1/24	2/15/24	2/29/24	
	Staff report and presentation(s) published on WRS <i>By close of business 2 Fridays before hearing</i>	9/29/23	10/13/23	11/3/23	11/17/23	12/1/23	12/29/23	2/2/24	2/16/24	3/1/24	
	<b>City Council public hearing/decision</b> <i>2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month</i>	<b>10/9/23</b>	<b>10/23/23</b>	<b>11/13/23</b>	<b>11/27/23</b>	<b>12/11/23</b>	<b>1/8/24</b>	<b>2/12/24</b>	<b>2/26/24</b>	<b>3/11/24</b>	

Please note that the above standard schedule represents the optimal review process and assumes no delays which may become necessary depending on staff workload, quality and timeliness of the application submittal(s), complexity of the project, and cancellation of public hearing dates.

**Relevant Applications:**

- Zone Change (does not include planned developments)

**Acronyms:**

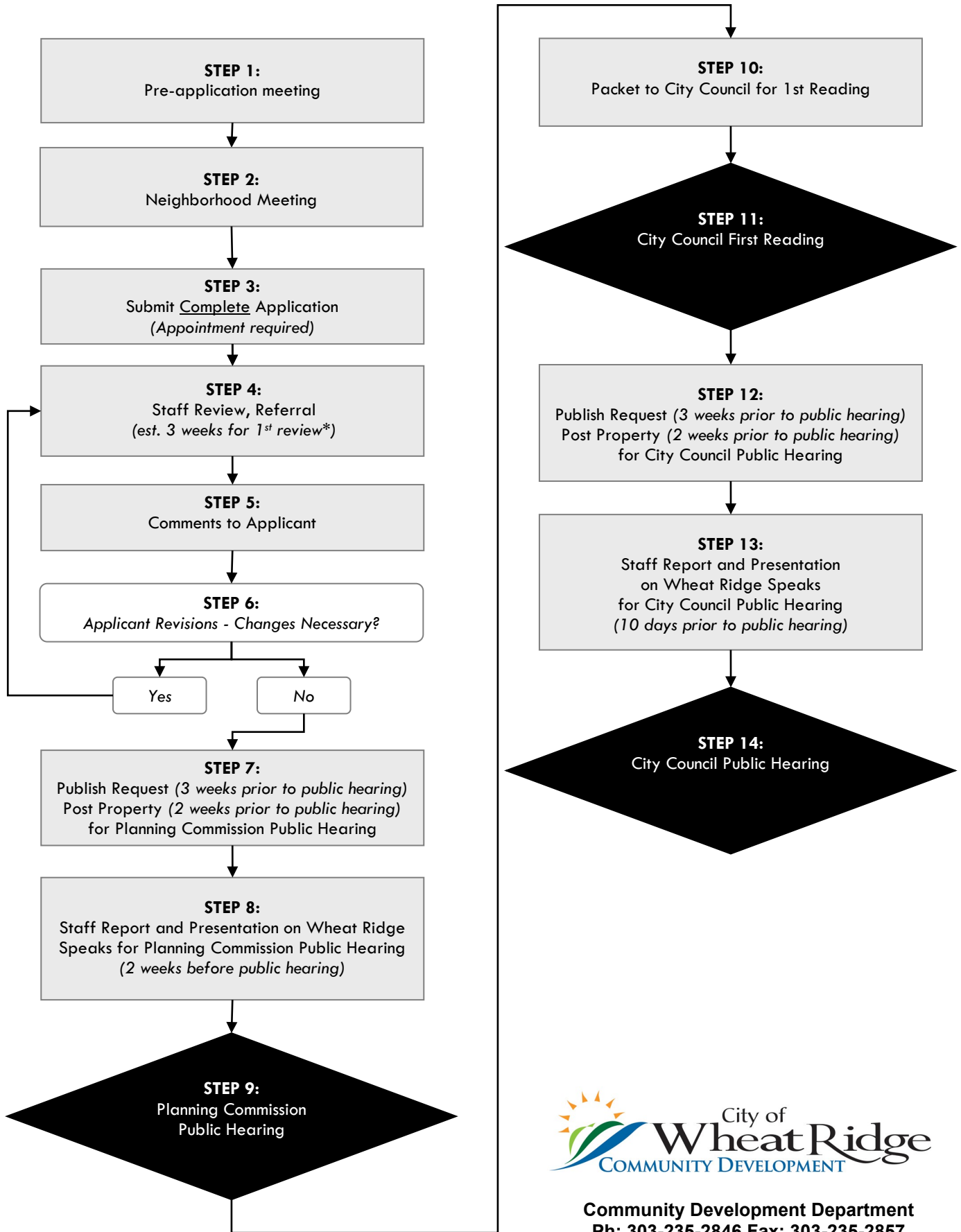
PC = Planning Commission  
CC = City Council

WRS = Wheat Ridge Speaks ([www.wheatridgespeaks.org](http://www.wheatridgespeaks.org))  
also refer to WRS Applicant Guide)

**Community Development Department**  
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*Duplicate submittal windows and/or Council dates result from holidays and months with five (5) Mondays or five (5) Thursdays.*

# ZONE CHANGE REVIEW PROCESS



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