

## Contract Zoning – Sample Timeframe

July 21, 2016

Example of timeframe for Contract zoning application as proposed. This assumes that the applicant has filed a complete application for both phases.

### Concept Review by CDC

1. Applicant files complete application at any time.
2. CDC schedules concept review at their earliest convenience.
3. CDC finds the applicant meets the basic findings required and authorizes the applicant to file a formal application, or  
CDC finds the applicant does not meet the basic findings and the applicant may refile.

Formal Review by Council – dates are based on the current 2016 Planning Board Submission deadlines for new applications

1. October 5 – application is filed
2. October 12 – staff complete review for completeness. Either they communicate the deficiencies with the applicant and they work to file the following month, or  
The application is found to be complete and is forwarded to Administration to place on the Council Agenda for October 13 and to Planning for placement on the October 4 agenda.
3. Staff review – staff prepare a review of the materials submitted for both the Planning Board and Council
4. November 1 – Planning Board reviews the application and develops recommendation to the Council that is advisory only. This is not the MRA hearing.
5. November 14 – Council meets, developer may give presentation, Council reviews proposal, PB recommendation and staff review and determines if the draft contract needs to be amended and how, or if additional information or deliberation is required, the item is rescheduled at an appropriate time.
6. December 6 Assuming the Council found the contract to be acceptable, the MRA hearing is held by the Planning Board
7. December 12 – Assuming the Council found the contract to be acceptable, the Council holds its Charter required hearing.
8. December 26 - Council adopts contract.