

# REZONE PROCESS

## 1 IDEA! Property Owner wants to rezone their property

The property owner will submit applications and plans to the city for review

The City Departments such as Planning and Zoning, Engineering and Department of Public Works complete an initial technical review of the project for ordinance compliance

## 2 First Reading at City Council

The property owner will present the proposal to City Council, who are elected officials, for the first time for feedback. The public can provide comments during the Public Comment time at the end of the meeting

Meets the 3rd Monday of the month

Additional Comments / Questions? Email your [City Counselor](#), or contact the [Planning Department](#)

Public Notices will be mailed to surrounding properties as required by Indiana Law and a notice will be published in the newspaper at least 10 days prior to the public hearing. Public comments can be emailed to Planning or submitted online.

## 3 Public Notice

## 4 Plan Commission

The property owner will present the proposal to Plan Commission, a body of 11 appointed citizens and the city will provide a recommendation on the proposal. Members of the public wishing to speak about the project will have time to do so. The Commission will either send a favorable or a not favorable recommendation to City Council.

Meets the 1st Wednesday of the month

## 5 Final Reading at City Council

The property owner will present to the City Council again, and the City will provide an official recommendation and the recommendation from Plan Commission. City Council will vote to approve or not approve the rezone.

Meets the 3rd Monday of the month

## 6 Permitting

The development will obtain all necessary permits for the specific project. Potential permits are Primary and secondary Plats, Subdivision Improvement Permits, etc. All plans must comply with appropriate regulations and are reviewed by expert staff.

## 7 Construction

Construction can begin after required permits are issued.

## 8 Inspection and Completion

Inspections are completed during the construction process to ensure compliance with approved plans. Violations will be issued if appropriate. After the project has passed all applicable inspections, the project is officially completed!

## Planning Terminology

**Public Hearing** - A public hearing is a meeting in which members of the public are invited to share feedback on cases.

**Public Meeting** - A public meeting is a meeting that is open to the public, but does not provide a time to comment.

**Recommending Approval** - When the city recommends approval, the city has determined that the project will bring value to the city, conforms with future plans, and will improve quality of life.

**Recommending Denial** - When the city recommends denial, the city has determined that the project is not a good fit for the proposed area and/of does not conform with future land use plans, and/or will be detrimental to the surrounding area.

**PUD** - A planned unit development (PUD) is a small community that can contain many types of single-family homes, like townhomes or condominiums. Everyone who lives in a PUD home is part of a homeowners association (HOA). Open space within the development is also required.

## Where can I find out more about a project?

**Development Map:** Indicates the location and details of upcoming public hearings.

**Contact Planning & Zoning:** Staff can answer questions and provide detailed plans

**Agenda:** Each public meeting will have an agenda that lists the cases being discussed and provides links to plans and other specific details.

## Public Hearing Tips

**When Council or Plan Commission asks if anyone from the public wishes to speak,** raise your hand to be invited to the podium

**Introduce yourself with** your name and address into the microphone

**If agreeing with** another speaker, simply state that you agree  
Be factual and rely on personal experience

**You will typically** have 2 minutes to speak

**If providing written** comments, comments will be provided to the appropriate body and will be included in the City presentation if provided at least a week before the hearing.



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