

RESOLUTION NO. 16202

A RESOLUTION ESTABLISHING AN EXPEDITED REVIEW  
PROCESS FOR AFFORDABLE HOUSING PROJECTS

WHEREAS, the voters of Colorado approved Proposition 123 in 2022 creating the State Affordable Housing Fund to make certain funds available to local governments as defined by C.R.S. 29-32-104; and

WHEREAS, the City of Pueblo Colorado is a home rule municipality duly and regularly organized and validly existing as a body corporate and politic under and by virtue of the Constitution and laws of the State of Colorado and is eligible for Proposition 123 funding and programming; and

WHEREAS, the City of Pueblo is dedicated to a fast-track 90-calendar day review to ensure that affordable housing development projects are reviewed, and a decision rendered within 90-calendar days of a complete application in alignment with the requirements of C.R.S. 29-32-105(2) et seq.; and

WHEREAS, the City of Pueblo has set a baseline and commitment to increase affordable housing as defined in C.R.S. 29-32-105; and

WHEREAS, the City of Pueblo's current process for reviewing proposed housing development projects already meets the requirement for a 90-calendar day review process; and

WHEREAS, the City of Pueblo is dedicated to a fast-track 90-calendar day review to ensure that affordable housing development projects are reviewed, and a decision rendered within 90-calendar days of a complete application in alignment with the requirements of C.R.S. 29-32-105(2) et seq.; and

WHEREAS, the City of Pueblo recognizes that an affordable housing development project, including mixed-use projects, which have at least 50-percent of the residential units as affordable, as defined in statute (C.R.S. 29-32-101 and C.R.S. 29-32-105(2)), would be eligible for expedited review; and

WHEREAS, the City of Pueblo recognizes that an affordable housing development project, including mixed-use projects, which have at least 50-percent of the residential units as affordable, as defined in statute (C.R.S. 29-32-101 and C.R.S. 29-32-105(2)), would be eligible for expedited review; and

WHEREAS, the City of Pueblo recognizes the following application types which require expedited review: Site Plan, Development Plan (Building Permit), Conditional Use Permit, Special Use Permit, Variance, and Administrative Modifications, and Limited Use Permits; and

WHEREAS, the City of Pueblo's expedited review process for affordable housing projects does not apply if an applicant chooses to opt-out of the process; and

WHEREAS, the City of Pueblo recognizes the allowable extensions in C.R.S. 29-32-105(2)(b) and (c), both for applicants and for the City, and recognizes the circumstances under which the expedited review timeline may be extended; NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF PUEBLO, that

SECTION 1.

City Council adopts and establishes the attached formal process for the processing of affordable housing development applications and hereby commits that any complete application received by the City for an affordable housing development will be reviewed by the applicable board, commission, or City Council on the next available agenda, after proper public notice has been posted, and a decision rendered on the application within 90-calendar days to ensure an expedited and timely review of the affordable housing project, with the intent to comply with the requirements in C.R.S. 29-32-105(2) et seq.

SECTION 2.

The officers and staff of the City are authorized to perform any and all acts consistent with the intent of the Resolution to implement the policies and procedures described herein.

SECTION 3.

This Resolution shall become effective immediately upon final approval.

INTRODUCED: December 22, 2025

BY: Brett Boston  
MEMBER OF CITY COUNCIL

APPROVED: Mark Duff  
PRESIDENT OF CITY COUNCIL

Signed by:  
ATTESTED BY: Vincent Petkosek  
DEPUTY CITY CLERK

# **AFFORDABLE HOUSING, MULTI-FAMILY / MIXED-USE, BUILDING PERMIT PROCESS** **(“Affordable Housing” as defined in C.R.S. 29-32-101 and CRS. 29-32-105 (2) )**

Submit Building Permit Request to Pueblo Regional Building Department [permits@prbd.com](mailto:permits@prbd.com) 719-543-0002

Pueblo Regional Building Department gives customer a “Required Agency Approvals - Project Routing” sheet

Customer submits routing sheet and development plans to City of Pueblo Department of Planning and Community Development , 719-553-2259

<https://www.pueblo.us/PLACE>

Internal City of Pueblo Review

- City Planning
- City Stormwater
- City Transportation
- City Public Works
- City Sanitary Sewer

Departmental review for each submittal is 10 business days

City Planning compiles comments and sends to applicant

Additional submittals and review if necessary

City Departments sign routing sheet

Customer submits routing sheet and development plans to

- Board of Water Works
- Excel Energy
- Black Hills Energy

Utilities review and sign routing sheet

Internal PRBD review

- Fire Department
- Health Department

Fire and Health Departments sign routing sheet

Customer returns signed routing sheet to Pueblo Regional Building

**Pueblo Regional Building Department issues building permit**

Customer builds project

Customer submits Certificate of Occupancy Request to PRBD for applicable projects

PRBD issues “Required Agency Approvals – For C.O.” Back Routing Sheet

Customer submits back routing sheet for agency inspections



# Affordable Housing Process Planning and Zoning Commission

*This guide describes a general overview of the PUD Site Plan Process of the Planning and Zoning Commission.*

**City of Pueblo  
Department of  
Land Use  
Administration  
Development  
Process**

## GUIDES

211 East "D" Street  
Pueblo, CO 81003  
Phone (719)-553-2259  
Fax (719)553-2359

Email us at:

[Planningsubmittals@pueblo.us](mailto:Planningsubmittals@pueblo.us)

Or

[Landusealis@pueblo.us](mailto:Landusealis@pueblo.us)

City Website

[www.pueblo.us](http://www.pueblo.us)

Apply Online:  
[Pueblo Place](#)

### **Expedited Review for Affordable Housing:**

Housing Development Projects in which 50% or more of the dwelling units are affordable housing are eligible for an expedited review process, as required by Proposition 123.

**Affordable Housing** is defined as

- **For-Rent Housing:** The monthly rent is less than or equal to 30% of the monthly income of a household earning at or below 60% area median income (AMI)
- **For-Sale Housing:** Monthly payments are less than or equal to 30% of the monthly income of a household at or below 100% area median income (AMI)

The expedited review process includes applications for a Planned Unit Development (PUD) Site Plan, which are heard by the Planning and Zoning Commission. Other applications heard by the Planning and Zoning Commission (Annexation, Subdivision, Zoning or Rezoning, Comprehensive Plan Amendments) are *not* eligible for the expedited review process.

The final decision will be rendered within 90-calendar days except for allowable extensions. An applicant may choose to opt-out of the expedited review process.

### **Introduction to the Planning and Zoning Commission:**

The City Planning and Zoning Commission (P&Z) consists of seven members, one of whom is a member of City Council designated by the Council. The six additional members are appointed by the Council.

P&Z is often a recommending body to the City Council. However, P&Z renders the final decision for Planned Unit Development (PUD) Site Pan applications.

P&Z meets the 2nd Wednesday of each month at 3:30 p.m. in the City Council Chambers located at #1 City Hall Place in Memorial Hall.

**Application Deadline:** If you wish your case to be included in a hearing on a specific date, your complete application must be received by the City of Pueblo Department of Land Use Administration at 211 East D Street **the end of day on the listed application deadline dates.** Incomplete applications will not be accepted.

**Public Hearing, Notification, and Posting:** The proceedings of the P&Z are heard in public forum. The location of the hearing is on the second floor of City Hall. The applicant or representative is required to attend the hearing. A notice of the P&Z hearing will be mailed to property owners within a three-hundred-foot radius of the property. Applicants will be required, in some cases, to post a legal notice (poster, provided by the Land Use Administration) on their property so that it is visible from the street at a minimum of fifteen days prior to the hearing.

**Staff Reports:** Land Use staff planners review the application to ensure that all necessary information has been gathered. A staff report is prepared for the applicant and P&Z Commissioners with a recommendation of approval, approval with conditions, or denial. The recommendation of staff is not binding on P&Z, which may approve, disprove, or approve the case with conditions.

**Conditions of Approval:** In all cases, P&Z is empowered to prescribe appropriate conditions and safeguards to ensure that the request does not adversely affect the general health, safety, and welfare of the community. Approval will be contingent upon compliance with any conditions. Failure to comply will prohibit the issuance of a building permit or be grounds for revocation.

**Application Fees:** All applications requiring a public hearing with the P&Z have an application fee plus the cost of legal notices and applicable postage, the fee is payable to the City of Pueblo. The application fee is due at the time of the application submittal. After your application is accepted, you will be contacted to pay for the necessary noticing fees (PNF) and to pick up the required posting for your property. The posting must be displayed on your property at least fifteen calendar days prior to the hearing.

**Application Review Schedule and Timing:** PUD Site Plan applications are forwarded to P&Z and follow an 8-9-week review schedule from submittal to the public hearing.

**What to expect at the Hearing:** The applicant is expected to be present at the hearing. An agenda is prepared that places your application in a designated order. This agenda will be sent with the staff report to you, usually a week before the hearing. Extra agendas will be available at the hearing.

Land Use staff provides a brief overview of the application with the recommended action. If the applicant wishes to give additional comments or the Commission desires to ask the applicant questions, the applicant writes his/her name and address down and then states his/her name and address to the Commission. After the applicant has given testimony, the Commission then asks if there is anyone in support or opposition to the application. Those persons in support or opposition then can speak in support or opposition. Following this testimony, the applicant can add comment or rebut any opposition.

After all testimony is given the Chair of P&Z will close the hearing and entertain a motion to vote on the application. The Commission then is free to discuss the application amongst themselves, followed by a vote for approval or denial follows.

## Pre-Submittal

1

**Pre-Application Meeting  
SRC**

## Application Review

2

**Application Submittal**

3

**Referral Mailing & Routing to Staff Reviewers**

4

**Comments Due to LUA and Sent to Applicant**

5

**Submittal of Revised Plans and Reports by Resubmittal deadline**

6

**Mandatory Meeting with Applicant to discuss Plan & Report Revisions**

7

**Final Comments Due to LUA**

8

**SRC Memo Prepared & Approved**

9

**P&Z Staff Reports Finalized & Published**

## Public Hearing

10

**P&Z Agenda Set at Work Session**

11

**Public Notice, Mailing, & Notice of the Property**

12

**Planning and Zoning Commission Public Hearing**

### Step One

The Applicant is required to meet with staff before an application is accepted. All requests involving subdivisions, vacations, special area plans, and overall development plans are required to be reviewed by the Subdivision Review Committee before an application is accepted. Some cases, other than subdivision, vacations, special area plans, and overall development plans may require review by the Subdivision Review Committee if numerous issues arise.

## **Step Two**

Applications will only be accepted when all required documents and associated fees are included. Applications may be submitted in the week before the monthly application deadline.

## **Step Three**

Applications are referred to all relevant departments, staff reviewers, and review agencies.

## **Step Four**

Comments from staff reviewers and referral agencies are due to back to the Department of Land Use Administration within eleven working days. These comments are collected and sent to the applicant for review.

## **Step Five**

Applicant must resubmit necessary plans and reports with changes by the resubmittal deadline.

## **Step Six**

A mandatory meeting is held with the applicant to discuss changes to the plans and reports.

## **Step Seven**

Final review comments are sent to the Department of Land Use Administration for preparation of the Subdivision Review Committee Memo.

## **Step Eight**

The Subdivision Review Committee Memo is prepared and approved by the Committee.

## **Step Nine**

P&Z staff reports are prepared and published. Staff reports are mailed to the addresses listed on the Land Use application. Please call the appropriate staff planner to discuss the staff report.

## **Step Ten**

The P&Z meets once a month in a public work session to discuss Land Use issues. At this time the agenda for the next Commission hearing is presented and finalized.

## **Step Eleven**

All real property owners within three hundred (300') feet of the case are notified of the request. A poster with the notification of the P&Z hearing is prepared by the Department of Land Use Administration. This poster is to be picked-up and posted no later than fifteen (15) days prior to the hearing. Additional fees that apply to the case are to be paid at this time. All additional fees must be paid and the Poster with the notice of the public hearing must be posted on the affected property no later than fifteen calendar days prior to the hearing.

## **Step Twelve**

Public meetings of the P&Z are conducted on the first Wednesday of every month, beginning at 3:30 in City Council Chamber located at Memorial Hall, #1 City Hall Place.

**This is an illustration of a typical review schedule. The specific review period is dependent on the type of application submitted and unique circumstances of each case.**

General Schedule for Cases Reviewed by the Planning and Zoning Commission			
	M	Application Deadline	
	Tu	Referral mailing & Routing to Staff Reviewers	
Week 1	W		11 Working day Staff Review
	Th		
	F		
	M		
Week 2	Tu		
	W		
	Th	Comments Due to Land Use Administration & Sent to Applicant	
	F		
Week 3	M		9 Working Day Applicant Resubmittal Preparation
	Tu		
	W		
	Th		
Week 4	F		
	M	Resubmittal Deadline for Applicant	
	Tu	Resubmittal Routing Sheet to Staff Reviewers [Mandatory Meeting w/ Applicant]	
	W		5 Working Day Final Staff Review
	Th		
Week 5	F		
	M	Applicant Pays Notice Fees and Picks up Notice Poster	
	Tu	Final Comments Due to LUA	
	W	SRC Review of Final Comments & SRC Memo Prepared	
Week 6	Th	P&Z Agenda Set at Work Session	
	F	300' Mailings & Posting of Property	
Week 7	M		
	Tu	15 Day Public Notice deadline	
	W		
	Th		
Week 8	F	P&Z Staff Reports Finalized	
	M		
	Tu	P&Z Packets Delivered	
	W		
	Th		
	F		

	M Tu W		
		<b>P&amp;Z Public Hearing</b>	

# **AFFORDABLE HOUSING, ONE- OR TWO-FAMILY BUILDING PERMIT PROCESS** **("Affordable Housing" as defined in C.R.S. 29-32-101 and CRS. 29-32-105 (2) )**

Submit Building Permit Request to Pueblo Regional Building Department [permits@prbd.com](mailto:permits@prbd.com) 719-543-0002

Pueblo Regional Building Department gives customer a "Required Agency Approvals - Project Routing" sheet

Customer submits routing sheet and development plans to City of Pueblo Department of Planning and Community Development , 719-553-2259  
<https://www.pueblo.us/PLACE>

Internal City of Pueblo Review

- City Planning
- City Stormwater
- City Transportation
- City Public Works
- City Sanitary Sewer

Departmental review for each submittal is approximately 3 business days

City Planning compiles comments and sends to applicant

Additional submittals and review if necessary

City Departments sign routing sheet

Customer submits routing sheet and development plans to

- Board of Water Works
- Excel Energy
- Black Hills Energy

Utilities review and sign routing sheet

Internal PRBD review

- Fire Department
- Health Department

Fire and Health Departments sign routing sheet

Customer returns signed routing sheet to Pueblo Regional Building Department

**Pueblo Regional Building Department issues building permit**

Customer builds project

Customer submits Certificate of Occupancy Request to PRBD for applicable projects

PRBD issues "Required Agency Approvals – For C.O." Back Routing Sheet

Customer submits back routing sheet for agency inspections



# Affordable Housing Process Zoning Board of Appeals

City of Pueblo  
Department of Land  
Use/Planning  
Department  
Administration  
Development Process  
Guide

211 E. D Street  
Pueblo, CO 81003

CONTACT:  
Phone: 719-553-2259  
[www.pueblo.us](http://www.pueblo.us)

[Planningsubmittals@pueblo.us](mailto:Planningsubmittals@pueblo.us)

*This guide describes the Zoning Board of Appeals Process. Users should use this guide in conjunction with the guides to Variances, Limited Use Permit, and/or Use By Review as applicable.*

## **Expedited Review for Affordable Housing:**

Housing Development Projects in which 50% or more of the dwelling units are affordable housing are eligible for an expedited review process, as required by Proposition 123.

**Affordable Housing** is defined as

- **For-Rent Housing:** The monthly rent is less than or equal to 30% of the monthly income of a household earning at or below 60% area median income (AMI)
- **For-Sale Housing:** Monthly payments are less than or equal to 30% of the monthly income of a household at or below 100% area median income (AMI)

The expedited review process includes applications for a variance, special use permit, or limited use permit, which are heard by the Zoning Board of Appeals. Generally, the final decision from the Zoning Board of Appeals will be rendered within a calendar-month, not to exceed 90-calendar days except for allowable extensions. An applicant may choose to opt-out of the expedited review process.

## **Introduction to the Zoning Board of Appeals:**

The Zoning Board of Appeals, (ZBA), consists of five members, each of whom serves for a term of four (4) years. The ZBA is directly given appellate jurisdiction by State law. The ZBA also has the power to interpret the zoning ordinance and to grant variances. All meetings of the ZBA require a quorum, which is a majority of the Board of five; all meetings are public meetings, where the public can express their opinion. The Board meets regularly on the fourth Tuesday of each month at 7:00 pm in City Council chambers at City Hall.

The ZBA has power to authorize upon appeal in specific cases variance from the terms of *Title 17 of the Pueblo Municipal Code* as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this Title would result in unnecessary hardship.

## **The ZBA hears the following applications:**

1. Limited Use Permits.
2. Use By Review, (Special Use Permits).
3. Variances (Dimensional, Parking)

**Limited use permits:** The Zoning Board of Appeals shall have power to hear and authorize or deny issuance of Limited Use Permits.

**Uses by review:** The Zoning Board of Appeals shall have power to hear and decide only such uses by review as the Zoning Board of Appeals is specifically authorized to pass upon by the terms of Title 17; to decide such questions as are involved in determining whether uses by review should be granted; and to grant uses by review with such conditions and safeguards as are appropriate hereunder, or to deny uses by review when not in harmony with the purpose or intent hereof.

**Variances:** The ZBA shall have the power to authorize in specific cases such variance from the terms of Title 17 as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this title would result in unnecessary hardship. Variances include but are not limited to:

1. Required setbacks for front, side, and rear yards.
2. Lot dimension.
3. Exceeding square footage for detached accessory structures.
4. Height restrictions.
5. Landscaping.
6. Minimum parking requirements.

The ZBA may not grant a variance to allow a use not permissible in the zone district involved, or any use expressly or by implication prohibited by the terms of Title 17.

**Application Deadline:** If you wish your case to be included in a hearing on a specific date, your complete application must be received by the City of Pueblo Department of Land Use Administration at 211 East D Street **no later than twelve noon on the listed application deadline dates.** Incomplete applications may not be processed nor scheduled for public hearing.

**Public Hearing, Notification, and Posting:** The proceedings of the ZBA are heard in public forum. The location of the hearing is on the second floor of City Hall at 7:00 p.m. The applicant or representative is required to attend the hearing. A notice of the ZBA hearing will be mailed to property owners within a one hundred (100) foot radius of the property. Applicants will be required to post a legal notice (poster provided by the Land Use Administration (Planning Department) on their property so that it is visible from the street at a minimum of (10) days prior to the hearing. If this is not posted, the hearing will be postponed for at least one month. The legal notice at your property can be removed thirty days after the hearing. Additional charges may be incurred if additional legal notices are required or if you fail to appear at the scheduled hearing.

**Staff Reports:** Land Use staff planners review the application to ensure that all necessary information has been gathered. A staff report is prepared for the applicant and ZBA members with a recommendation of approval, approval with conditions, or denial. The recommendation of staff is not binding on the ZBA, which may approve, disprove, or approve the case with conditions.

**Conditions of Approval:** In all cases, the ZBA is empowered to prescribe appropriate conditions and safeguards to ensure that the request does not adversely affect the general health, safety, and welfare of the community. Approval will be contingent upon compliance with any conditions. Failure to comply will prohibit the issuance of a building permit, limited use permit, or special use permit or be grounds for revocation.

**Application Fees:** All ZBA applications requiring a Public Hearing have an application fee and public notice fees. Fees vary depending on what type of application has been submitted. The current fee schedule is located on the city's website. All fees are payable to the City of Pueblo. The initial application fee is due at the time of the application submittal. Legal notices, poster, postcard, and applicable postage fees are calculated after all cases have been submitted and are due when you pick up your poster. The Planner will notify you (approximately 14 days prior to the hearing) that your poster is ready to be picked up and what the remaining fees are. The posting must be displayed on your property a minimum of ten calendar days prior to the hearing.

**Application Review Schedule and Timing:** ZBA cases take four weeks from the formal application date to the time of the hearing, at which point a final decision is rendered.

**What to expect at the Hearing:** The applicant is expected to be present at the hearing. An agenda is prepared that places your application in a designated order. This agenda will be sent with the staff report you will receive approximately a week before the hearing. Extra agendas will be available at the hearing.

The ZBA Board Chair convenes the hearing at 7:00 p.m. in City Council chambers at City Hall. Brief introductions of board members and staff are given, and an explanation of the proceedings follows. The board approves the minutes from the previous hearing. The board then moves into the Agenda.

The Agenda is split into two categories: the Consent Agenda and the Regular Agenda. Those items on the Consent Agenda are items that are recommended approval, have no opposition, and do not need any testimony nor discussion. Those items on the Regular Agenda require discussion, clarification, have opposition, or are recommended denial.

Land Use staff provides a brief overview of the application with the recommended action. If the applicant wishes to give additional comments or the board desires to ask the applicant questions, the applicant is then sworn in and writes his/her name and address on a speakers list and then states his/her name and address to the board. After the applicant has given testimony, the board then asks if there is anyone in support or opposition to the application. Those persons in support or opposition are then sworn in to give testimony. Following this testimony, the applicant has the opportunity to add comment or rebut any opposition.

After all testimony is given the board will close the hearing and make a motion to vote on the application. The board then is free to discuss the application amongst themselves. A finding of fact is given by the board after discussion and the vote for approval or denial follows.

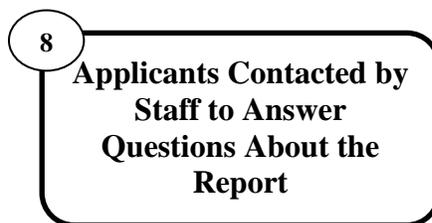
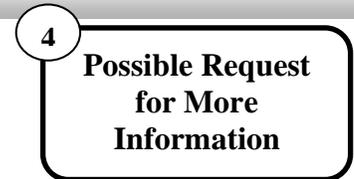
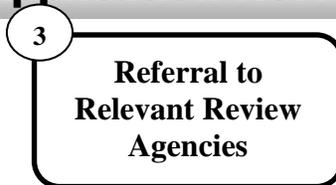
Following the vote, the applicant is granted or denied the request and is free to leave or remain until the meeting is adjourned.

**After the application is approved:** If you are granted approval of your request you may receive the documentation the following day. Depending on associated conditions and site plan review requirements, signs-offs for business licenses or building permits can be issued on the next available of sign-off day at the Department of Land Use Administration.

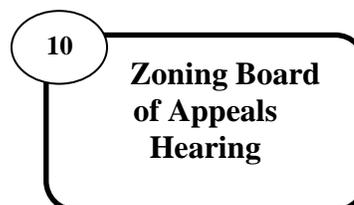
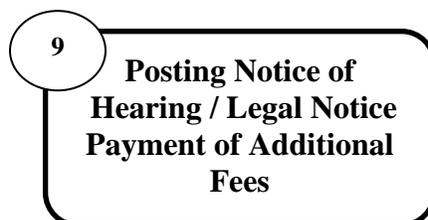
## Pre-Submittal



## Application Review



## Public Hearing



## **Step One**

A pre-submittal meeting with staff is highly recommended. The applicant will have the opportunity to present a proposal and ask questions about the ZBA process.

## **Step Two**

The application must be submitted before the deadline to advance the case for a specific hearing date. Prior to the acceptance of an application, all required documents **must** be submitted with the application along with the associated fee. The Department of Land Use will keep the original application and the applicant will receive a copy with a printed receipt.

## **Step Three**

The application will be referred to any relevant review agencies such as the Department of Transportation, Department of Public Works, Utility Service Providers, etc. for comments regarding the request.

## **Step Four**

The application will be given a case number, (i.e. ZBA-20-01) and be reviewed over a three-week period. During this period the applicant may be contacted with questions or requests for more information regarding the application.

## **Step Five**

If needed, staff will conduct a site visit to assess the conditions at the site. Upon signing the application, the applicant grants permission for access to private property. Most site visits can be conducted from the public right-of-way and do not require that staff enter onto the property, but some cases may require access to private property. In no case will staff require access to the inside of any structure.

## **Step Six**

The staff in the Land Use Department Reviews the Technical issues associated with each case.

## **Step Seven**

A staff report will be produced, and, in most instances, the final report will be sent out to the applicant seven (7) calendar days prior to the hearing date. The staff report will include the information considered by staff in making a recommendation, factual statements regarding the background of the case, staff analysis of the request, and a staff recommendation to the ZBA for approval, approval with conditions, or denial.

## **Step Eight**

After the staff reports have been sent to the applicant, staff will contact the applicant prior to the hearing, or the applicant may contact staff to discuss any questions about the report and recommendation.

## **Step Nine**

All real property owners within one hundred feet of the case are notified of the request. A poster with the notification of the ZBA hearing is prepared by the Planning Department. This poster is to be picked-up and posted no later than ten (10) days prior to the hearing, fifteen (15) days for cases involving appeals. Additional fees that apply to the case are to be paid at this time.

**Step Ten**

The ZBA hearing takes place on the fourth Tuesday of every month at 7:00 p.m. Located in the City Council chambers at Memorial Hall, #1 City Hall Place. Applicants and/or their representatives are required to attend.

<b>Zoning Board of Appeals Review Schedule</b>		
	Pre-application meeting	
Week 1	<ul style="list-style-type: none"> <li>- Application Deadline</li> <li>- Referral to relevant review agencies</li> <li>- Possible request for more information</li> <li>- Site Visit</li> </ul>	2 working days for staff referral
Week 2	<ul style="list-style-type: none"> <li>- Case review in Land Use Technical Review</li> <li>- Notice of Hearing Poster to be picked up and additional fees paid</li> </ul>	13 working day staff review & staff report preparation
Week 3	<ul style="list-style-type: none"> <li>- Final Review in Land Use Technical Review</li> <li>- Hearing is posted no less than 10 days prior to the Hearing</li> </ul>	
Week 4	<ul style="list-style-type: none"> <li>- Staff report sent to applicant and Zoning Board of Appeals</li> <li>- Applicants contacted to discuss any questions about the report</li> </ul>	7 working day review for applicant and ZBA
<b>ZBA Hearing</b>		