

Submittal Schedule

MAJOR PLAT & VARIANCE SCHEDULE

JANUARY 2023 – JANUARY 2024

Month	Submittal Deadline	Plat Review Meeting	Red-Lined Plat to Consultant	Revised Plat Resubmitted / Notices Published	Planning Commission Meeting	Tentative City Council Meeting
JANUARY 2023	Dec. 19 th 2022	Dec. 21 st 2022	Dec. 27 th ** 2022	Jan. 9 th	Jan. 19th	Feb. 7 th
FEBRUARY	Jan. 23 rd	Jan. 25 th	Jan. 30 th	Feb. 6 th	Feb. 16th	Mar. 7 th
MARCH	Feb. 21 st **	Feb. 22 nd	Feb. 27 th	Mar. 6 th	Mar. 16th	Apr. 4 th
APRIL	Mar. 20 th	Mar. 22 nd	Mar. 27 th	Apr. 10 th	Apr. 20th	May 2 nd
MAY	Apr. 24 th	Apr. 26 th	May 1 st	May 8 th	May 18th	Jun. 6 th
JUNE	May 22 nd	May 24 th	May 30 th **	Jun. 5 th	Jun. 15th	TBD***
JULY	Jun. 20 th **	Jun. 21 st	Jun. 26 th	Jul. 10 th	Jul. 20st	Aug. 1 st
AUGUST	Jul. 24 th	Jul. 26 th	Jul. 31 st	Aug. 7 th	Aug. 17th	Sep. 5 th
SEPTEMBER	Aug. 21 st	Aug. 23 rd	Aug. 28 th	Sept. 11 th	Sep. 21st	Oct. 3 rd
OCTOBER	Sep. 25 th	Sep. 27 th	Oct. 2 nd	Oct. 6 th **	Oct. 19th	Nov. 7 th
NOVEMBER	Oct. 23 rd	Oct. 25 th	Oct. 30 th	Nov. 6 th	Nov. 16th	Dec. 5 th
DECEMBER	Nov. 20 th	Nov. 22 nd	Nov. 27 th	Dec. 11 th	Dec. 21st	Jan. 2 nd 2024
JANUARY 2024	Dec. 22 nd **	Dec. 27 th	Jan. 2 nd 2024**	Jan. 8 th 2024	Jan. 18th 2024	Feb. 6 th 2024

** Scheduling changed due to Holiday.

*** Scheduling subject to change due to Holiday but TBD

NOTES:

- Submittal Deadlines.** Plats, variance requests, applications to vacate and any other item requiring Planning Commission consideration (including required applications, fees and other documentation) shall be submitted to Development Services no later than **2:00 PM** on the submittal date.
- Plat Review Meetings** are generally held on Wednesdays at 10:00 am, in the Development Services Conference Room, 700 Main Center, Suite 129A.
- Red-lined Plats to Consultant.** Reviewed plats will typically be made available to consultants after 1:00 pm, on the following Monday, and/or at least 17 days prior to the Planning Commission Meeting date.
- Revised Plats Resubmitted.** Revised plats (9 - 11"x17"s and 1 electronic PDF copy) will be resubmitted to Development Services no later than 4:00 pm, 10 days prior to the Planning Commission Meeting date.
- Resubmitted plats still in need of corrections may receive a recommendation of denial or be considered incomplete.
- City Council Meeting** dates only apply to variance requests and other items that require City Council attention. These are projected agenda dates. Depending on workload and length of agenda, items could be moved to the next available date.

MINOR PLAT SCHEDULE

Minor plat applications and all required accompanying materials shall be submitted no later than 2:00 pm on each Monday.

NOTES:

1. **Red-lined Plats to Consultant.** Red-lines will typically be made available to the consultant after 1:00 pm on the following Monday.
2. **Revised Plats Resubmitted.** Revised plats shall be resubmitted no later than 4:00 pm on or before the next Monday. Failure to submit by the deadline may result in nullification of the plat application.

SITE PLAN SCHEDULE

Site plan applications and all required accompanying materials shall be submitted no later than 2:00 pm on each Monday.

NOTES:

1. **Red-lined Plans to Consultant.** Red-lines will typically be made available to the consultant after 10 working days after 1:00 pm.
2. **Revised Plans Resubmitted.** Revised plans shall be resubmitted no later than 4:00 pm on or before the following Monday.