

Submittal Schedule

MAJOR PLAT & VARIANCE SCHEDULE

JANUARY 2012 – JANUARY 2013

Month	Submittal Deadline	Plat Review Meeting	Red-Lined Plat to Consultant	Revised Plat Resubmitted	Planning Commission Meeting	City Council Meeting
JANUARY 2012	Dec. 27, 2011	Dec. 28, 2011	Jan. 3, 2012	Jan. 9, 2012	JAN. 19, 2012	Feb. 7, 2012
FEBRUARY	Jan. 23	Jan. 25	Jan. 30	Feb. 6	FEB. 16	Mar. 6
MARCH	Feb. 20	Feb. 22	Feb. 27	Mar. 5	MAR. 15	Apr. 3
APRIL	Mar. 26	Mar. 28	Apr. 2	Apr. 9	APR. 19	May 1
MAY	Apr. 23	April 25	April 30	May 7	MAY 17	June 5
JUNE	<i>May 29*</i>	May 30	June 4	June 11	JUNE 21	July 3
JULY	June 25	June 27	July 2	July 9	JULY 19	Aug. 7
AUGUST	July 23	July 25	July 30	Aug. 6	AUG. 16	Sept. 4
SEPTEMBER	Aug. 27	Aug. 29	<i>Sept. 4*</i>	Sept. 10	SEPT. 20	Oct. 2
OCTOBER	Sept. 24	Sept. 26	Oct. 1	Oct. 8	OCT. 18	Nov. 6
NOVEMBER	Oct. 22	Oct. 24	Oct. 29	Nov. 5	NOV. 15	Dec. 4
DECEMBER	Nov. 26	Nov. 28	Dec. 3	Dec. 10	DEC. 20	Jan. 15, 2013
JANUARY 2011	<i>Dec. 26*</i>	Dec. 26	Dec. 31	Jan. 7, 2013	JAN. 17, 2013	Feb. 5, 2013

* *Scheduling changed due to Holiday.*

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 115.
- Red-lined Plats to Consultant.** Reviewed plats will typically be made available to consultants after 1:00 pm, 17 days prior to the Planning Commission Meeting date.
- Revised Plats Resubmitted.** Revised plats (5 prints and 1 electronic (pdf format) copy) will be resubmitted to Development Services no later than 4:00 pm, 10 days prior to the Planning Commission Meeting date.
- 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.