

## Submittal Schedule

### MAJOR PLAT & VARIANCE SCHEDULE

JANUARY 2019 – JANUARY 2020

Month	Submittal Deadline	Plat Review Meeting	Red-Lined Plat to Consultant	Revised Plat Resubmitted	Planning Commission Meeting	Projected City Council Meeting
JANUARY 2019	Dec 17	Dec 19	Dec 31	Jan 7	JAN. 17, 2019	Feb 18, 2019
FEBRUARY	Jan 21	Jan 23	Jan 28	Feb 11	FEB 21	Mar 19
MARCH	Feb 25	Feb 27	Mar 4	Mar 11	MAR 21	Apr 16
APRIL	Mar 25	Mar 27	Apr 1	Apr 8	APR 18	May 7
MAY	Apr. 22	Apr 24	Apr 29	May 6	MAY 16	Jun 18
JUNE	May 20	May 22	May 27	Jun 10	JUNE 20	July 16
JULY	Jun 24	Jun 26	Jul 1	Jul 8	JULY 18	Aug 20
AUGUST	July 22	Jul 24	July 29	Aug 5	AUG 15	Sept 19
SEPTEMBER	Aug 19	Aug 21	Aug 26	Sep 9	SEP 19	Oct 15
OCTOBER	Sep 23	Sep 25	Sep 30	Oct 7	OCT 17	Nov19
NOVEMBER	Oct 21	Oct 23	Oct 28	Nov 12**	NOV 21	Dec 17
DECEMBER	Nov. 25	Nov 27	Dec 2	Dec 9	DEC 19	Jan 21
JANUARY 2020	Dec 23	Dec 27**	Dec 30	Jan 6	Jan 16	Feb 18

\*\* 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 129A.
- 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 (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.