

## Submittal Schedule

### MAJOR PLAT & VARIANCE SCHEDULE

JANUARY 2021 – JANUARY 2022

Month	Submittal Deadline	Plat Review Meeting	Red-Lined Plat to Consultant	Revised Plat Resubmitted / Notices Published	Planning Commission Meeting	Tentative City Council Meeting
JANUARY 2021	Dec. 21 <sup>st</sup>	Dec 23	Dec. 28	Jan 11, 2021	Jan 21 <sup>st</sup>	Feb 16 <sup>th</sup>
FEBRUARY	Jan 25 <sup>th</sup>	Jan 27 <sup>th</sup>	Feb. 1 <sup>st</sup>	Jan 8 <sup>th</sup>	Feb 18 <sup>th</sup>	Mar 16 <sup>th</sup>
MARCH	Feb. 22 <sup>nd</sup>	Feb. 24 <sup>th</sup>	Mar 1 <sup>st</sup>	Mar 8 <sup>th</sup>	Mar 18 <sup>th</sup>	April 20 <sup>th</sup>
APRIL	Mar 22 <sup>nd</sup>	Mar 24 <sup>th</sup>	Mar 29 <sup>th</sup>	Apr 5 <sup>th</sup>	April 15 <sup>th</sup>	May 4 <sup>th</sup>
MAY	Apr 19 <sup>th</sup>	Apr 21 <sup>st</sup>	Apr 26 <sup>th</sup>	May 10 <sup>th</sup>	May 20 <sup>th</sup>	June 15 <sup>th</sup>
JUNE	May 24 <sup>th</sup>	May 26 <sup>th</sup>	Jun 1 **	Jun 7 <sup>th</sup>	June 17 <sup>th</sup>	July 20 <sup>th</sup>
JULY	June 21 <sup>st</sup>	Jun 23 <sup>rd</sup>	Jun 28 <sup>th</sup>	July 6 <sup>th</sup> **	July 15 <sup>th</sup>	Aug. 3 <sup>rd</sup>
AUGUST	Jul 19 <sup>th</sup>	Jul 21 <sup>st</sup>	Jul 26 <sup>th</sup>	Aug 9 <sup>th</sup>	Aug 19 <sup>th</sup>	Sep 23 <sup>rd</sup>
SEPTEMBER	Aug 23 <sup>rd</sup>	Aug 25 <sup>th</sup>	Aug 30 <sup>th</sup>	Sept 7 <sup>th</sup> **	Sep 16 <sup>th</sup>	Oct. 5 <sup>th</sup>
OCTOBER	Sep 20 <sup>th</sup>	Sep 22 <sup>nd</sup>	Sep 27 <sup>th</sup>	Oct 11 <sup>th</sup>	Oct 21 <sup>st</sup>	Nov 16 <sup>th</sup>
NOVEMBER	Oct. 25 <sup>th</sup>	Oct. 27 <sup>th</sup>	Nov. 1 <sup>st</sup>	Nov. 8 <sup>th</sup>	Nov. 18 <sup>th</sup>	Dec 21 <sup>st</sup>
DECEMBER	Nov 22 <sup>nd</sup>	Nov 24 <sup>th</sup>	Nov. 29 <sup>th</sup>	Dec.6 <sup>th</sup>	Dec. 16 <sup>th</sup>	Jan. 4 <sup>th</sup>
JANUARY 2022	Dec. 20 <sup>th</sup>	Dec. 22 <sup>nd</sup>	Dec. 27 <sup>th</sup>	Jan. 10 <sup>th</sup> 2022	Jan 20 <sup>th</sup> 2022	Feb 8 <sup>th</sup> 2022

\*\* 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.

5. **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.