

Submittal Schedule

MAJOR PLAT & VARIANCE SCHEDULE

JANUARY 2020 – JANUARY 2021

Month	Submittal Deadline	Plat Review Meeting	Red-Lined Plat to Consultant	Revised Plat Resubmitted / Notifications	Planning Commission Meeting	Projected City Council Meeting
JANUARY 2020	Dec 23	Dec 27**	Dec 30	Jan 6	Jan 16	Feb 4
FEBRUARY	Jan 21**	Jan 22	Jan 27	Feb 10	Feb 20	Mar 3
MARCH	Feb 24	Feb 26	Mar 2	Mar 9	Mar 19	Apr 7
APRIL	Mar 23	Mar 25	Mar 30	Apr 6	Apr 16	May 5
MAY	Apr 20	Apr 22	Apr 27	May 11	May 21	Jun 2
JUNE	May 25	May 27	Jun 1	June 8	Jun 18	Jul 7
JULY	Jun 22	Jun 24	Jun 29	Jul 6	Jul 16	Aug 4
AUGUST	Jul 20	Jul 22	Jul 27	Aug 10	Aug 20	Sep 1
SEPTEMBER	Aug 24	Aug 26	Aug 31	Sept 4**	Sept 17	Oct 6
OCTOBER	Sept 21	Sept 23	Sept 28	Oct 5	Oct 15	Nov 3
NOVEMBER	Oct 19	Oct 21	Oct 26	Nov 9	Nov 19	Dec 1
DECEMBER	Nov 23	Nov 25	Nov 30	Dec 7	Dec 17	Jan 5
JANUARY 2021	Dec 21	Dec 23	Dec 28	Jan 11	Jan 21	Feb 2

** 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.