

## **Site Development Application Schedules Administrative Review**

All **submittals and responses** are accepted for review by **Noon each Monday\***.

If the application is considered complete, the application will be approved or denied within 30 days of the application date. If denied, a letter identifying the Unified Development Code deficiencies will be provided.

If an application is denied, the applicant may submit a response with a cover letter articulating how each deficiency has been addressed and where the correction has been provided on the revised plans. Responses will be accepted each Monday by noon and will be approved or denied within 15 days of receipt.

\*If the filing deadline falls on a holiday, the application must be turned in by Noon on the Friday before the posted submittal deadline.

**Per the Local Government Code, a Replat requires public notification and a public hearing. In order to ensure proper notification, all comments on a Replat must be addressed no later than 22 days prior to the desired Planning and Zoning Commission meeting date. Please ensure sufficient time for review and proper notification when establishing a desired schedule.**

**Completed applications must be submitted by 12:00 Noon on the submittal deadline date. All applications received prior to this date, but after the previous deadline date, shall use this as the date of official submittal. If the filing deadline falls on a holiday, the application must be turned in by Noon on the Friday before the holiday.**

2024 P & Z Meeting Dates
1/8/2024*
2/5/2024
3/4/2024
4/1/2024
5/6/2024
6/3/2024
7/1/2024
8/5/2024
9/16/2024*
10/7/2024
11/4/2024
12/2/2024
1/13/2025*

The first Monday is a holiday therefore the Planning and Zoning Commission will meet on another Monday of the Month\*

2024 Review Schedule			
Zoning Change Request			
Filing Deadline (Monday)	P&Z Public Hearing (Monday)	CC Public Hearing & 1st Reading (Tuesdays)	City Council 2nd Reading (Tuesdays)
11/27/2023	1/8/2024*	2/13/2024	2/27/2024
12/25/2023	2/5/2024	2/27/2024	3/12/2024
1/22/2024	3/4/2024	3/26/2024	4/9/2024
2/19/2024	4/1/2024	4/23/2024	5/14/2024
3/25/2024	5/6/2024	5/28/2024	6/11/2024
4/22/2024	6/3/2024	6/25/2024	7/9/2024
5/20/2024	7/1/2024	7/23/2024	8/13/2024
6/24/2024	8/5/2024	8/27/2024	9/10/2024
8/5/2024	9/16/2024*	10/8/2024	10/22/2024
8/26/2024	10/7/2024	10/22/2024	11/12/2024
9/23/2024	11/4/2024	12/10/2024	1/14/2025
10/21/2024	12/2/2024	1/14/2025	1/28/2025
12/2/2024	1/13/2025*	1/28/2025	2/11/2025

Completed applications must be submitted by 12:00 Noon on the submittal deadline date. All applications received prior to this date, but after the previous deadline date, shall use this as the date of official submittal. If the filing deadline falls on a holiday, the application must be turned in by Noon on the Friday before the holiday.

This schedule does not apply to requests for Alternative Land Use Regulations/Planned Unit Developments (ALUR/PUD) or Specific Use Permits (SUP). That schedule is determined by the case manager based on the complexity of the request. \*

2024 Subdivision Review Schedule		2024 Subdivision Review Schedule	
New Applications		Denial Responses	
Submittal Date (Monday)	P&Z Consideration	Submittal Date (Monday)	P&Z Consideration
12/11/2023	1/8/2024	12/25/2023	1/8/2024
1/8/2024	2/5/2024	1/23/2024	2/5/2024
2/5/2024	3/4/2024	2/20/2024	3/4/2024
3/4/2024	4/1/2024	3/18/2024	4/1/2024
4/8/2024	5/6/2024	4/22/2024	5/6/2024
5/6/2024	6/3/2024	5/20/2024	6/3/2024
6/3/2024	7/1/2024	6/17/2024	7/1/2024
7/8/2024	8/5/2024	7/22/2024	8/5/2024
8/19/2024	9/16/2024	9/3/2024	9/16/2024
9/10/2024	10/7/2024	9/23/2024	10/7/2024
10/7/2024	11/4/2024	10/21/2024	11/4/2024
11/4/2024	12/2/2024	11/18/2024	12/2/2024
12/16/2024	1/13/2025	12/30/2024	1/13/2025

In accordance with HB 3167, complete subdivision applications and response submittals must be submitted by 12:00 Noon on the submittal deadline date in order to be considered on the listed Planning and Zoning Commission meeting date.

If the filing deadline falls on a holiday, the application must be turned in by Noon on the Tuesday after the holiday.

An alternative schedule that permits submittals every Monday before noon is available upon signed request. A request form can be found in the Preliminary Plan and Final Plat applications and provided herein. If Monday is a holiday, the submittal is due the Friday before by noon.

\*Highlighted dates are Tuesday after a City Holiday