

## **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.**

2021 P & Z Meeting Dates
1/4/2021
2/1/2021
3/1/2021
4/5/2021
5/3/2021
6/7/2021
7/19/2021
8/2/2021
9/20/2021
10/4/2021
11/1/2021
12/6/2021
1/3/2022
The first Monday is a holiday therefore the Planning and Zoning Commission will meet on another Monday of the Month*

2021 Review Schedule			
Zoning Change Request			
<b>Filing Deadline (Monday)</b>	<b>P&amp;Z Public Hearing (Monday)</b>	<b>CC Public Hearing &amp; 1st Reading (Tuesdays)</b>	<b>City Council 2nd Reading (Tuesdays)</b>
11/30/2020	1/4/2021	1/26/2021	2/9/2021
12/28/2020	2/1/2021	2/23/2021	3/9/2021
1/25/2021	3/1/2021	3/23/2021	4/13/2021
3/1/2021	4/5/2021	4/27/2021	5/11/2021
3/29/2021	5/3/2021	5/25/2021	6/8/2021
5/3/2021	6/7/2021	6/22/2021	7/13/2021
5/31/2021	7/19/2021	7/27/2021	8/10/2021
6/28/2021	8/2/2021	8/24/2021	9/14/2021
8/16/2021	9/20/2021	10/12/2021	10/26/2021
8/30/2021	10/4/2021	10/26/2021	11/9/2021
9/27/2021	11/1/2021	11/23/2021	12/14/2021
11/1/2021	12/6/2021	1/11/2022	1/25/2022
11/29/2020	1/3/2022	1/25/2021	2/8/2021

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). That schedule is determined by the case manager based on the complexity of the request. \*

2021 Subdivision Review Schedule		2021 Subdivision Review Schedule	
New Applications		Denial Responses	
Submittal Date (Monday)	P&Z Consideration	Submittal Date (Monday)	P&Z Consideration
12/7/2020	1/4/2021	12/21/2020	1/4/2021
1/4/2021	2/1/2021	1/19/2021	2/1/2021
2/1/2021	3/1/2021	2/16/2021	3/1/2021
3/8/2021	4/5/2021	3/22/2021	4/5/2021
4/5/2021	5/3/2021	4/19/2021	5/3/2021
5/10/2021	6/7/2021	5/24/2021	6/7/2021
6/21/2021	7/19/2021	7/6/2021	7/19/2021
7/6/2021	8/2/2021	7/19/2021	8/2/2021
8/23/2021	9/20/2021	9/7/2021	9/20/2021
9/7/2021	10/4/2021	9/20/2021	10/4/2021
10/4/2021	11/1/2021	10/18/2021	11/1/2021
11/8/2021	12/6/2021	11/22/2021	12/6/2021
12/6/2021	1/3/2021	12/20/2021	1/3/2021

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

## Review Procedure Request

Subdivision Name: \_\_\_\_\_

Application Type: \_\_\_\_\_

**Standard Review Procedure:** Subdivision applications may be submitted on dates provided for in the Review and Meeting Schedule listed on the Planning and Development Services website at Pflugervilletx.gov. Comments will be issued within 15 business days for the initial submittal and 10 business days for update submittals. Action by the Planning and Zoning Commission will be required with each submittal.

**Alternate Review Procedure:** Subdivision applications may be submitted for review by noon every Monday. If Monday, is a City Holiday, subdivision applications shall be submitted by noon the prior Friday. Comments will be issued within 15 business days for the initial submittal, and 10 business days for update submittals. Action by the Planning and Zoning Commission will not be scheduled until all comments have been addressed.

**Check One:**

\_\_\_\_\_ **Standard Review Procedure:** I hereby request that this subdivision be placed on the Agenda for action at the next available Planning and Zoning Commission meeting, I acknowledge that: 1) comments may have not been addressed, and 2) the plat may not be in compliance with City codes. I understand this may result in a disapproval of my application. If the application is statutorily disapproved, I understand I may provide a response before noon on a date listed in the approved submittal schedule for further consideration. The response will be reviewed by the Planning and Zoning Commission with subsequent responses provided in a similar capacity until approval can be obtained.

\_\_\_\_\_ **Alternate Review Procedure:** I hereby request that the Alternative Review Procedure schedule is applied to this project. I understand that this means that the project will not be scheduled for review by the Planning and Zoning Commission prior to the completion of the review process. I understand that I have the right to switch to the Standard Review Procedure by written request submitted on the day designated for acceptance of applications in the Submittal Schedule.

Owner Name (print): \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agent's Name: \_\_\_\_\_ Firm Name (if applicable): \_\_\_\_\_

Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_