

### Planning & Development Application Calendar

Application Deadline (45d before PC)	Review by Staff w/in 10 business days by:	Public Notice to Newspaper by:	Paper Run Date:	Planning Commission Meeting	Council Work Session	Council Regular Meeting
06/09/2023	06/23/2023	06/30/2023	07/06/2023	07/24/2023	08/07/2023	08/21/2023
07/14/2023	07/28/2023	08/04/2023	08/10/2023	08/28/2023	09/05/2023 (Tues)	09/18/2023
08/11/2023	08/25/2023	09/01/2023	09/07/2023	09/25/2023	10/02/2023	10/16/2023
09/08/2023	09/22/2023	09/29/2023	10/05/2023	10/23/2023	11/06/2023	11/20/2023
10/13/2023	10/27/2023	11/03/2023	11/09/2023	11/27/2023	12/04/2023	12/18/2023
10/27/2023	11/10/2023	11/17/2023	11/23/2023	12/11/2023	01/02/2024 (Tues)	01/16/2024 (Tues)

- Calendar is used for Annexations, Rezoning, Conditional Uses, Variances, Plats, Dedications, etc. / Items to be considered via public hearing by Planning Commission and decided on by City Council.
- Complete applications must be submitted before Close of Business (COB) the day of the deadline to be considered for the corresponding Planning Commission meeting (Public Hearing)
- Incomplete Application Packets will NOT move forward to the Planning Commission & City Council for consideration.
- For an application to be considered “Complete” it must include:
  - Completed Application Form
  - All Documents listed on the checklist form
    - Documents must include all information as requested in the application form
  - Fee (See Fee Chart)
    - Check will be processed for payment and receipt provided to applicant at time of drop off.
- Staff will complete a “Review for Completeness” within 10 business days of the application deadline.
  - Incomplete Applications:
    - Staff will contact applicant and advise of deficiencies.
    - Applicant will be advised to pick up packet
    - Refund will be processed for fees paid
  - Complete Applications
    - Staff will advise applicant of status and Planning Commission meeting date, time, and location
    - Application will be publicized via “Public Notice” in newspaper
    - Sign will be placed on parcel(s) stating application type and public hearing information