

Plat Submittal Timeline

Pre-application Meeting	Submittal Start of 30-Day Review for Complete Applications	Staff Comments Deadline (City)	Resubmittal Deadline or applicant agreement to conditions	Recommendation letter	Planning Commission Meeting	City Council Meeting
01/14/16	01/18/16	01/25/16	01/27/16	01/27/16	02/02/16	02/09/16
02/11/16	02/15/16	02/22/16	02/24/16	02/24/16	03/01/16	03/08/16
03/17/16	03/21/16	03/28/16	03/30/16	03/30/16	04/05/16	04/12/16
04/14/16	04/18/16	04/25/16	04/27/16	04/27/16	05/03/16	05/10/16
05/19/16	05/23/16	05/30/16	06/01/16	06/01/16	06/07/16	06/14/16
* 06/16/16	06/20/16	06/27/16	06/29/16	06/29/16	07/05/16	07/12/16
07/14/16	07/18/16	07/25/16	07/27/16	07/27/16	08/02/16	08/09/16
08/18/16	08/22/16	08/29/16	08/31/16	08/31/16	09/06/16	09/13/16
09/15/16	09/19/16	09/26/16	09/28/16	09/28/16	10/04/16	10/11/16
10/13/16	10/17/16	10/24/16	10/26/16	10/26/16	11/01/16	11/08/16
11/17/16	11/21/16	11/28/16	11/30/16	11/30/16	12/06/16	12/13/16
* 12/15/16	12/19/16	12/26/16	12/28/16	12/28/16	01/03/17	01/10/17

1. All dates are subject to change.
2. A pre-application meeting is required
3. 12:00 p.m. shall be the deadline time for all dates listed above, unless a prior arrangements is approved by the PCD Department.
4. All applications must be "substantively" complete at the start of the 30 day review process to be accepted. Incomplete submittals will not be processed.
5. Docketing of any plat on a Planning Commission or City Council agenda requires 100% compliance with all platting requirements or a request for a variance.
6. If the application package is incomplete or requires additional documentation, the 30-day review process will have not been initiated for that plat. The applicant will formally be notified of that fact and the additional information that must be submitted. Staff will not provide comments on incomplete plats.
7. All application and filing fees are non-refundable. This applies to plats that are voluntarily withdrawn.
8. Incomplete applications expire after the 45th day from the date the application is filed. Incomplete applications must be refiled to begin the platting process.
9. If a Final Plat is submitted, staff has discretion on whether a mylar is to be submitted with application
10. The plat calendar shall apply to Minor Plats, Vacating Plats, Amending Plats and other forms of plats other than Minor Plats. However, if the nature of the project is minor and requires minimal review, the Planning and Community Development Department reserves the right to abbreviate this schedule.
11. The calendar was developed to accommodate local and Federal holidays. Where practical, the benefit to holiday scheduling allowances were given to the applicant.
12. * Due to holiday, Planning Commission could reschedule.