

<i>Plat Submittal Timeline</i>									
Submittal Deadline 1:00 P.M.	Start of 30-Day Review for <u>Complete</u> Applications	Staff Comments Deadline (City)	DRC Meeting	Resubmittal Deadline to Address Staff Comments	Final Deadline to Resolve All Plat Issues	City Engineer Letter Due (Noon)	Mylar Due By Noon (Final Plats)	Planning Commission Meeting	City Council Meeting
12/01/2014	12/06/2014	12/15/2014	12/17/2014	12/22/2014	12/26/2014	12/30/2014	01/02/2015	01/06/2015	01/13/2015
12/23/2014	12/30/2015	01/09/2015	01/12/2015	01/16/2015	01/23/2015	01/27/2015	01/30/2015	02/03/2015	02/10/2015
01/22/2015	01/27/2015	02/06/2015	02/09/2015	02/13/2015	02/20/2015	02/24/2015	02/27/2015	03/03/2015	03/10/2015
02/26/2015	03/03/2015	03/13/2015	03/16/2015	03/23/2015	03/27/2015	03/31/2015	04/03/2015	04/07/2015	04/14/2015
03/26/2015	03/31/2015	04/10/2015	04/13/2015	04/20/2015	04/24/2015	04/28/2015	05/01/2015	05/05/2015	05/12/2015
04/23/2015	04/28/2015	05/08/2015	05/11/2015	05/18/2015	05/22/2015	05/26/2015	05/29/2015	06/02/2015	06/09/2015
05/28/2015	06/02/2015	06/12/2015	06/15/2015	06/22/2015	06/26/2015	06/30/2015	07/03/2015	07/07/2015	07/14/2015
06/26/2015	06/30/2015	07/10/2015	07/13/2015	07/20/2015	07/24/2015	07/28/2015	07/31/2015	08/04/2015	08/11/2015
07/24/2015	07/28/2015	08/07/2015	08/10/2015	08/17/2015	08/21/2015	08/25/2015	08/28/2015	09/01/2015	09/08/2015
08/29/2015	09/01/2015	09/11/2015	09/14/2015	09/21/2015	09/25/2015	09/29/2015	10/02/2015	10/06/2015	09/13/2015
09/25/2015	09/29/2015	10/09/2015	10/12/2015	10/19/2015	10/23/2015	10/27/2015	10/30/2015	11/03/2015	11/10/2015
10/21/2015	10/27/2015	11/06/2015	11/09/2015	11/16/2015	11/20/2015	11/24/2015	11/25/2015	12/01/2015	12/08/2015

1. All dates are subject to change.
2. 1:00 p.m. shall be the deadline time for all dates listed above, unless a prior arrangements is approved by the PCD Department.
3. All applications must be "substantively" complete at the start of the 30 day review process to be accepted. Incomplete submittals will not be processed.
4. 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.
5. 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.
6. All application and filing fees are non refundable. This applies to plats that are voluntarily withdrawn.
7. Incomplete applications expire after the 45th day from the date the application is filed. Incomplete applications must be refiled to begin the platting process.
8. A DRC Meeting may be required for plat review. Staff has the discretion to exempt simple projects, or those projects with limited comments, from the DRC Meeting. A representative from the developer is expected to attend the DRC Meeting.
9. If a Final Plat is submitted, please reference "Recordation of a Mylar" requirements. The purpose of these requirements is to expedite the recordation process.
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.
12. If a Pre-Submittal meeting conducted with staff prior to the initial plat submittal, the initial submittal of the plat can be deferred to the Pre-submittal Deadline date.
13. The calendar was developed to accommodate local and Federal holidays. Where practical, the benefit to holiday scheduling allowances were given to the applicant.