



## **Application Submittal and Processing Policy**

This *Application Submittal and Processing Policy* applies to the following applications: site development; subdivision; zoning; and special exception, waiver, alternative standard, and variance requests which may be considered by the Planning & Zoning Commission and City Council.

Note – Pre -Application meetings are strongly encouraged for all applications, and are required for the following application types:

- Concept Plan Approval
- Site Development Permit
- Subdivision Applications for project 50 acres or greater and/or 50 lots or greater

The City schedules pre-application meetings on Tuesdays and Thursdays between 9am-12pm.

Applications requiring consideration by the Planning & Zoning Commission and City Council shall be scheduled for consideration based on the date of issuance of a Certificate of Completeness. City staff will review an application for administrative completeness within ten business days of it being submitted to the City. If the application is incomplete, city staff will notify the applicant and provide a list of items necessary to complete the application.

Administratively complete applications will be forwarded to the City Administrator, or their designee, for review and issuance of a Certificate of Completeness. No application will be deemed “officially submitted” until the City Administrator, or their designee, determines that the application is complete and a Certificate of Completeness is issued. Applications will be scheduled for public hearings, as applicable, based on the date of the Certificate of Completeness.

**The City will handle all required public notices.** No public notice of an application, as applicable, will be published in the City’s official newspaper or sent to adjacent property owners until a submittal has received a Certificate of Completeness.

Public notices for public hearings on applications, as applicable, will be published and sent to adjacent property owners based on scheduled public hearing dates established by the date of the Certificate of Completeness of the application. All notification costs are the responsibility of and will be billed to the applicant. *Notification costs are billed at a rate of their cost plus a twenty percent (20%) administrative fee.*

Once the Certificate of Completeness has been issued, City Staff shall review the submittal for technical compliance with the City’s Code of Ordinances and shall provide the applicant with comments within ten business days.

Applicants must provide resubmittals **addressing and resolving all comments** no later than **seven (7) calendar days for subdivision applications** and **fifteen (15) business days for all other applications**, prior to the Planning and Zoning Commission (P&Z) meeting where the application is scheduled for consideration. Failure of an applicant to provide the required resubmittal will result in application being forwarded to P&Z in its current state, which may be cause for denial. Applicants may resolve this issue by waiving 30-day approval requirements (for subdivisions only\*) at the time of application, or requesting a postponement of consideration of the application to the next regularly scheduled Planning and Zoning Commission meeting. Postponement requests must be received no later than three (3) business days prior to the originally scheduled P&Z meeting.

The review of the first resubmittal for any application is included in the initial application fees for the application. The second and any subsequent resubmittals will each incur a re-review fee equal to \$200 or 10% of the initial application fee, whichever is greater.

*\* In accordance with Section 3.10 of the City's Subdivision Ordinance P&Z shall take action on complete subdivision plat applications within 30 days of the plats official submission date unless the applicant waives the 30-day review/approval time.*

## **Fiscal Year 2018**

### JANUARY

Cert. of Completeness Deadline: Friday, December 8, 2017 (46 days)

Subdivisions w/o 30-day waiver: December 24, 2017 (30 days)

#### **P&Z Meeting on Tuesday, January 23, 2018**

*Newspaper Submittal Deadline: Friday, December 29*

*Property Owner Postmark Date: Wednesday, January 3 (20 days)*

*Newspaper Publication Date: Thursday, January 4 (19 days)*

### FEBRUARY

Cert. of Completeness Deadline: Friday, January 12, 2018 (46 days)

Subdivisions w/o 30-day waiver: January 29, 2018 (30 days)

#### **P&Z Meeting on Tuesday, February 27, 2018**

*Newspaper Submittal Deadline: Friday, February 2*

*Property Owner Postmark Date: Wednesday, February 7 (21 days)*

*Newspaper Publication Date: Thursday, February 8 (20 days)*

### MARCH

Cert. of Completeness Deadline: Friday, February 9, 2018 (46 days)

Subdivisions w/o 30-day waiver: February 26, 2018 (30 days)

#### **P&Z Meeting on Tuesday, March 27, 2018**

*Newspaper Submittal Deadline: Friday, March 2*

*Property Owner Postmark Date: Wednesday, March 7 (20 days)*

*Newspaper Publication Date: Thursday, March 8 (19 days)*

## APRIL

Cert. of Completeness Deadline: Friday, March 9, 2018 (46 days)  
Subdivisions w/o 30-day waiver: March 26, 2018 (30 days)  
**P&Z Meeting on Tuesday, April 24, 2018**  
*Newspaper Submittal Deadline: Friday, March 30*  
*Property Owner Postmark Date: Wednesday, April 4* (20 days)  
*Newspaper Publication Date: Thursday, April 5* (19 days)

## MAY

Cert. of Completeness Deadline: Friday, April 6 (46 days)  
Subdivisions w/o 30-day waiver: April 22, 2018 (30 days)  
**P&Z Meeting on Tuesday, May 22, 2018**  
*Newspaper Submittal Deadline: Friday, April 27*  
*Property Owner Postmark Date: Wednesday, May 2* (20 days)  
*Newspaper Publication Date: Thursday, May 3* (19 days)

## JUNE

Cert. of Completeness Deadline: Friday, May 11, 2018 (46 days)  
Subdivisions w/o 30-day waiver: May 27, 2018 (30 days)  
**P&Z Meeting on Tuesday, June 26, 2018**  
*Newspaper Submittal Deadline: Friday, June 1*  
*Property Owner Postmark Date: Wednesday, June 6* (20 days)  
*Newspaper Publication Date: Thursday, June 7* (19 days)

## JULY

Cert. of Completeness Deadline: Friday, June 8, 2018 (46 days)  
Subdivisions w/o 30-day waiver: June 24, 2018 (30 days)  
**P&Z Meeting on Tuesday, July 24, 2018**  
*Newspaper Submittal Deadline: Friday, June 29*  
*Property Owner Postmark Date: Thursday July 5* (19 days)  
*Newspaper Publication Date: Thursday, July 5* (19 days)

## AUGUST

Cert. of Completeness Deadline: Friday, July 13, 2018 (46 days)  
Subdivisions w/o 30-day waiver: July 28, 2018 (30 days)  
**P&Z Meeting on Tuesday, August 28, 2018**  
*Newspaper Submittal Deadline: Friday, August 3*  
*Property Owner Postmark Date: Wednesday, August 8* (20 days)  
*Newspaper Publication Date: Thursday, August 9* (19 days)

## SEPTEMBER

Cert. of Completeness Deadline: Friday, August 10, 2018 (46 days)  
Subdivisions w/o 30-day waiver: August 26, 2018 (30 days)  
**P&Z Meeting on Tuesday, September 25, 2018**  
*Newspaper Submittal Deadline: Friday, August 31*  
*Property Owner Postmark Date: Wednesday, September 5* (20 days)  
*Newspaper Publication Date: Thursday, September 6* (19 days)

OCTOBER

Cert. of Completeness Deadline: Friday, September 6, 2018 (46 days)  
Subdivisions w/o 30-day waiver: September 23, 2018 (30 days)  
**P&Z Meeting on Tuesday, October 23, 2018**  
*Newspaper Submittal Deadline: Friday, September 28*  
*Property Owner Postmark Date: Wednesday, October 3 (20 days)*  
*Newspaper Publication Date: Thursday, October 4 (19 days)*

NOVEMBER

Cert. of Completeness Deadline: Friday, October 12, 2018 (46 days)  
Subdivisions w/o 30-day waiver: October 28, 2018 (30 days)  
**P&Z Meeting on Tuesday, November 27, 2018**  
*Newspaper Submittal Deadline: Friday, November 2*  
*Property Owner Postmark Date: Wednesday, November 7 (20 days)*  
*Newspaper Publication Date: Thursday, November 8 (19 days)*

DECEMBER

Cert. of Completeness Deadline: Friday, November 2, 2018 (45 days)  
Subdivisions w/o 30-day waiver: November 17, 2018 (30 days)  
**P&Z Meeting on Monday, December 17, 2018**  
*Newspaper Submittal Deadline: Friday, November 23*  
*Property Owner Postmark Date: Wednesday, November 28 (19 days)*  
*Newspaper Publication Date: Thursday, November 29 (18 days)*

**Fiscal Year 2019**

Cert. of Completeness Deadline: Friday, December 7, 2018 (46 days)  
Subdivisions w/o 30-day waiver: December 23, 2018 (30 days)  
**P&Z Meeting on Tuesday, January 22, 2019**  
*Newspaper Submittal Deadline: Friday, December 28*  
*Property Owner Postmark Date: Wednesday, January 2 (20 days)*  
*Newspaper Publication Date: Thursday, January 3 (19 days)*

Cert. of Completeness Deadline: Monday, January 11, 2019 (46 days)  
Subdivisions w/o 30-day waiver: January 27, 2018 (30 days)  
**P&Z Meeting on Tuesday, February 26, 2019**  
*Newspaper Submittal Deadline: Friday, February 1*  
*Property Owner Postmark Date: Wednesday, February 6 (20 days)*  
*Newspaper Publication Date: Thursday, February 7 (19 days)*