

JANUARY

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

MARCH

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					


NOVEMBER

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				


DECEMBER

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

 Deadline for Next Month Planning and Zoning Meeting

 Planning and Zoning Meeting

 Newspaper Submittal Deadline

 Property Owners Postmark Date

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.

City Staff shall review an application for administrative completeness within five business days of it being submitted to the City. City Staff shall notify an applicant if an application is incomplete. An incomplete application may not be eligible to be considered at the Commission meeting it was originally intended for and may be tentatively scheduled for the following meeting at the discretion of City Staff. When an application is complete, City Staff shall forward it to the City Administrator. No application shall be deemed officially submitted until the City Administrator determines that the application is complete and a Certificate of Completeness is issued by the City Administrator.

No public notice of an application, if applicable, shall be published in the City’s official newspaper or sent to adjacent property owners until a submittal has received a Certificate of Completeness.

If a Certificate of Completeness is not issued in time for a public notice to be sent to the City’s official newspaper, the application is no longer eligible to be considered at the Commission meeting it was originally intended for and shall be tentatively scheduled for the following meeting.

Once the Certificate of Completeness has been issued, City Staff shall review the submittal for compliance with the City’s Code of Ordinances and shall provide the applicant with comments within fifteen business days. Failure for a revised application to be submitted to City Staff in time for City Staff to review the revisions and verify that the application complies with the Code of Ordinances, shall make the application ineligible to be considered at the Commission meeting it was originally intended for and it shall be tentatively scheduled for the following meeting at the discretion of City Staff.

Meeting packet materials related to an application, including City’s Staff’s report and recommendations, shall be submitted in accordance with the City’s *Meeting Agenda Policy and Procedures*.

Please schedule an appointment to submit all completed applications

City of Dripping Springs
 P.O. Box 384
 511 Mercer St
 Dripping Springs, TX 78620
 512-858-4725

|