



## 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.

Applications shall be submitted to the City in accordance with the deadlines below:

### [Fiscal Year 2017]

Deadline of Monday, October 10, 2016 for  
Meeting on Tuesday, November 29, 2016 (50 days)  
*Newspaper Submittal Deadline: Friday, October 21*  
*Property Owner Postmark Date: Wednesday, October 26*

Deadline of Monday, November 1, 2016 for  
Meeting on Monday, December 19, 2016 (48 days)  
*Newspaper Submittal Deadline: Friday, November 18*  
*Property Owner Postmark Date: Wednesday, November 23*

Deadline of Monday, December 12, 2016 for  
Meeting on Tuesday, January 24, 2017 (43 days)  
*Newspaper Submittal Deadline: Friday, December 30*  
*Property Owner Postmark Date: Wednesday, January 4*

Deadline of Monday, January 16, 2017 for  
Meeting on Tuesday, February 28, 2017 (43 days)  
*Newspaper Submittal Deadline: Friday, February 3*  
*Property Owner Postmark Date: Wednesday, February 8*

Deadline of Monday, February 13, 2017 for  
Meeting on Tuesday, March 28, 2017 (43 days)  
*Newspaper Submittal Deadline: Friday, March 3*  
*Property Owner Postmark Date: Wednesday, March 8*

Deadline of Monday, March 13, 2017 for  
Meeting on Tuesday, April 25, 2017 (43 days)  
*Newspaper Submittal Deadline: Friday, March 31*  
*Property Owner Postmark Date: Wednesday, April 5*

Deadline of Monday, April 10, 2017 for  
Meeting on Tuesday, May 23, 2017 (43 days)  
*Newspaper Submittal Deadline: Friday, April 28*  
*Property Owner Postmark Date: Wednesday, May 3*

Deadline of Monday, May 15, 2017 for  
Meeting on Tuesday, June 27, 2017 (43 days)  
*Newspaper Submittal Deadline: Friday, June 2*  
*Property Owner Postmark Date: Wednesday, June 7*

Deadline of Monday, June 12, 2017 for  
Meeting on Tuesday, July 25, 2017 (43 days)  
*Newspaper Submittal Deadline: Friday, June 30*  
*Property Owner Postmark Date: Wednesday, July 5*

Deadline of Monday, July 10, 2017 for  
Meeting on Tuesday, August 22, 2017 (43 days)  
*Newspaper Submittal Deadline: Friday, July 28*  
*Property Owner Postmark Date: Wednesday, August 2*

Deadline of Monday, August 14, 2017 for  
Meeting on Tuesday, September 26, 2017 (43 days)  
*Newspaper Submittal Deadline: Friday, September 1*  
*Property Owner Postmark Date: Wednesday, September 6*

Deadline of Monday, September 11, 2017 for  
Meeting on Tuesday, October 24, 2017 (43 days)  
*Newspaper Submittal Deadline: Friday, September 29*  
*Property Owner Postmark Date: Wednesday, October 4*

**[Fiscal Year 2018]**

Deadline of Friday, October 16, 2017 for  
Meeting on Tuesday, November 28, 2017 (43 days)  
*Newspaper Submittal Deadline: Friday, November 3*  
*Property Owner Postmark Date: Wednesday, November 8*

Deadline of Monday, November 6, 2017 for  
Meeting on Monday, December 18, 2017 (42 days)  
*Newspaper Submittal Deadline: Wednesday, November 22*  
*Property Owner Postmark Date: Wednesday, November 29*

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.

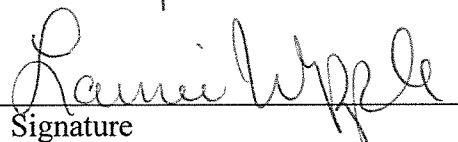
No public notice of an application, if applicable, shall be published in the City’s official newspaper or sent to adjacent property owners until a submittal has received a Certificate of Completeness. If a Certificate of Completeness is not issued in time for a public notice to be sent to the City’s 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*.

Approved By:   
Ginger Faught, Deputy City Administrator

11/17/16  
Date

Acknowledged By:   
Signature

11/17/16  
Date

Lorie Whipple  
Print Name