

# Grand Prairie

— T E X A S —

## Development Guide

### Building Inspections



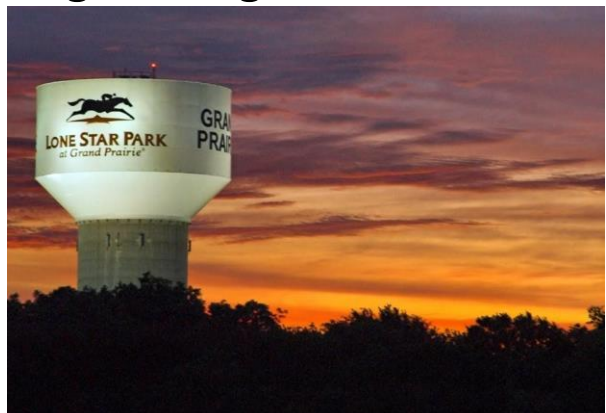
### Transportation



### Planning



### Engineering & Public Works



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# SUMMARY OF DEVELOPMENT PROCESS

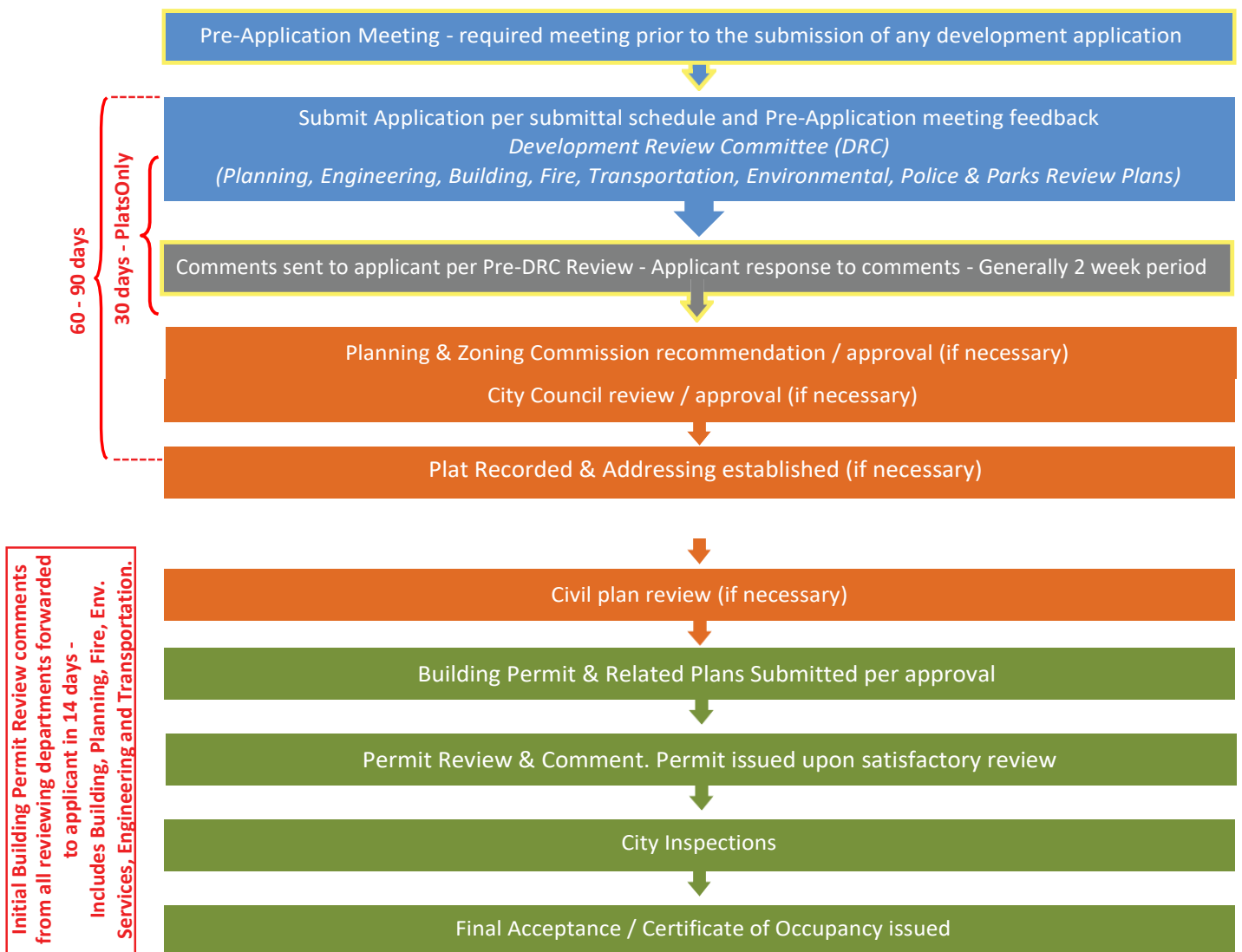
Anytime an owner of property decides to develop their land they must first obtain municipal permission to construct any structure which requires a building permit within the City of Grand Prairie. This process can be simple when obtaining a permit to construct a room addition, or it can become fairly complex when developing a large commercial center or industrial warehouse. The process is usually categorized into several steps such as zoning, platting, building permit, inspection and certificate of occupancy.

**Depending on the complexity of the project, all or some combination of these steps are required.**

Regardless of the specifics of a development, every project must address the following:

1. **Zoning** – the designation must be appropriate for the type of development and its intended use.
2. **Platting** – the lot on which the development will be situated must be properly platted.
3. **Permitting** – every building on the platted lot must have a valid building permit.
4. **Inspection** – inspections will take place during and after construction by staff.
5. **Certificate of Occupancy** – issued upon successful completion of all City requirements.

Below is the general order of the overall development review process. Some individual department reviews may be done concurrently during the overall process noted below.



## PRE-APPLICATION MEETING

A Pre-Application Meeting is a preliminary informational meeting between an applicant and staff. This meeting is used to help the applicant prepare a development application for submission to the Planning Division and identify any major issues that the proposed project may encounter after submission.

The Planning Division will not accept an application without first having a Pre-Application Meeting with the applicant. The meeting is designed to answer any final questions prior to the submittal stage.

General meetings with staff may be had to discuss informal ideas / questions on an as needed basis. Contact the Planning Division to determine if a general meeting is needed or a more formal pre-application meeting will be required for your particular project.

The pre-application meetings are typically comprised of city staff from the following departments/ divisions:

- Planning & Development (Planning and Building Inspections)
- Engineering & Public Works
- Transportation
- Environmental
- Fire

An applicant can schedule a [pre-application meeting](#) directly on the city website by selecting an available date and time. A brief description of the proposed request is required. Any general plans should be forwarded as well if available. The applicant may be represented by his/her land planner, engineer, surveyor, or other qualified professional. During the meeting, the applicant shall consult with all pertinent City staff in order to become familiar with the city development regulations and the development process.

**Pre-Application Meetings do not vest a permit, application or other type of development approval, pursuant to Chapter 245 of the Texas Local Government Code.**

Pre-Application Meetings are required for the following applications:

- Plats
- Site Plans
- Planned Developments or Zone Changes
- Any other application deemed necessary by the Director

Meetings are held every Thursday morning on an as needed basis. Each meeting is limited to a maximum of 30 minutes.

## DEVELOPMENT REVIEW COMMITTEE

The Development Review Committee (DRC) is a committee comprised of representatives from the city's departments of Planning, Building Inspections, Transportation, Engineering, Environmental, Fire and Police.

DRC members discuss development application submissions with planning staff at regularly scheduled Pre-DRC meetings. Each department provides written Pre-DRC comments for each case reviewed by the DRC. The planning staff ensures that those comments are conveyed to the applicant through the Customer Self Service portal, and that they understand what is needed to proceed to the next steps toward approval. Planners then prepare recommendations that are presented to the Planning & Zoning Commission as part of a public hearing.

DRC meetings are staff only.

Upon request, staff will meet with community representatives to discuss relevant issues about all development application submissions. To schedule a meeting, please contact the Planning Division at (972) 237-8255 or email [msepinoza@gptx.org](mailto:msepinoza@gptx.org).

For the DRC meeting, applicants will be responsible for uploading a pdf copy of the original submission reflecting the changes identified by staff in the Pre-DRC comments.

## OFFICIAL SUBMITTAL OF APPLICATION AND CITY REVIEW

After the pre-application meeting has taken place, an official application can be submitted. To submit an application, you must register for a [Customer Self Service](#) profile. You will use this profile to submit all development applications to the Planning Department. Complete applications will be processed on the next Application Deadline date listed on our Development Review Committee calendar. All Preliminary and Final Plats, and some replats, require the applicant to fill out and complete the Engineering Checklist to be submitted along with the Engineering Plans through the Customer Service Portal at the time the Development Application is submitted.

The following information is required for all application submissions:

1. Project Narrative
2. Application Fee (invoiced through the Customer Self Service Portal)
3. Certified Property Tax Certificate
4. PDF copy of plans, and/or plats

Submission of plans by a particular submittal date does not guarantee automatic scheduling for a specific Planning and Zoning Commission meeting date.

The application must be fully completed by completing all required fields, uploading necessary pertinent documentation, and paying associated fees. Any applications that are not completely filled out and don't have all the required documents will be deemed incomplete. Once they are complete, the development review can proceed. City staff will evaluate the submitted application to ensure that it conforms to the Comprehensive Plan, Unified Development Code, Design Guidelines and all other laws and regulations.

Upon review, staff comments will be sent to the applicant in accordance with the staff review schedule.

The [development schedule](#) will indicate the date when corrections must be returned to staff for Planning & Zoning or Council approved requests. The applicant shall revise and re-submit the plans with all of the comments addressed. All staff comments must be addressed via written response. If comments are not addressed, the application may be postponed by staff until all comments are finalized.

Applications, also referred to as cases, require approval by City governing bodies. These include the Planning & Zoning Commission, City Council, and/or the Zoning Board of Adjustments.

## **PLANNING & ZONING COMMISSION**

The Planning & Zoning Commission is an advisory body and adjunct to the City Council, and can make recommendations on all applications for rezoning, site plans, requests for specific use permits, zoning ordinance amendments and exception cases. The commission has been charged by the state and by the City Council to solely act upon and approve or deny all plats that are submitted to the city.

The Planning & Zoning Commission is composed of nine members that have been appointed by the Mayor and the City Council. Appointees must not conduct business as a supplier or vendor to the city. The Commission meets twice a month at 6:30 P.M.

Applicants attending the Planning & Zoning Commission meeting will need to have submitted a PDF file of the corrected copy of the original submission by the revision due date listed in the Development Calendar. This copy should reflect corrections to the DRC comments provided by staff.

## **CITY COUNCIL**

The City of Grand Prairie practices a Council-Manager form of government. As the Legislative body of this form of government, the City Council serves as the link between the citizens of Grand Prairie and their municipal government. Through the enactment of orders, ordinances, and resolutions, the Council represents the diverse interests of the city's residential base while still ensuring the efficient and effective allocation of public services and resources.

## **PUBLIC HEARINGS / PUBLIC NOTICE**

Public hearings, as listed above, are required for the following applications:

- Zoning Map Amendment (Rezoning)
- Zoning Text Amendment
- Variances
- Replat (when such public hearing is required by the provisions of Local Government Code Section 212.)
- Specific Use Permit (SUP)

All public hearings will be posted in accordance with Texas state law, which requires the posting of an agenda 72 hours prior to the meeting. It also requires a newspaper notification (15 days prior to a public hearing) and that notices are mailed to adjacent property owners (10 days prior to a public hearing). Please note newspaper notice may be required earlier than 15 days due to the newspaper printing schedules.

City staff makes a recommendation on cases requiring a decision from the review board. For the Planning & Zoning Commission, the Commission will vote and send a favorable or unfavorable recommendation to City Council. The Commission is the final approval authority of plats only. The City Council is the final approval authority on zoning requests, specific use permits, site plans, planned developments and alcohol variances.

## **SPEAKING AT THE HEARING**

Any person may appear at the public hearing and submit evidence, either individually or as a representative of an organization. Each person who appears at a public hearing shall state his or her name and address, and if appearing on behalf of an organization or Applicant, state the name of the organization or Applicant for the record. The City shall record the hearing proceedings using standard municipal record-keeping procedures.

## **ZONING**

In order for development to occur within the City of Grand Prairie, the land being developed must be properly zoned for the intended use. Zoning ordinances establish the types of land uses permitted on a specific tract of land. Information on zoning can be found in the zoning section of the [Unified Development Code \(UDC\)](#) for the city. The zoning regulations and districts have been made in accordance with the Comprehensive Plan for the purpose of promoting the health, safety, and general welfare of the City of Grand Prairie.

### **TYPES OF ZONING** - applications include:

**Zone Change** – also known as a Zoning Map Amendment, a zone change is a change or modification to the boundaries of any zoning district within the City 's Official Zoning District Map area.

**Zoning Text Amendment** – a change of the text within the Unified Development Code which does not include change or modification to the boundaries of any zoning districts.

**Planned Development (concept plan required)** – zoning standards and other applicable municipal standards or ordinances that may apply to specific site development can be uniformly implemented by the City for multifamily and nonresidential development. Variations from the zoning standards can be included / requested within the zoning standards of a proposed planned development zoning district.

**Site Plan** – either to alter an existing site plan or to create one. Site plans are either required as part of a Rezoning application or are related to a building permit application.

**Specific Use Permit (SUP)** – the uses listed under the various districts as a SUP are so classified because they can/may intensely affect the area in which they are located.

\* **Zone Change Resubmission** (of previously denied zoning related application) – applicable only after a year since last application was submitted.

\* **Plat Request Resubmission** (of previously denied platting application) – may be resubmitted any time after denial. When all denial comments are addressed and a certificate of completeness is received, the application will be placed on an upcoming agenda within 15 days of resubmittal.

**VARIANCES** - In addition to these requests, you can also choose to apply for zoning relief through the following:

**Zoning Variance** – a variance is granted by the Zoning Board of Adjustment in cases which are shown not to be contrary to the public interest if, owing to special conditions, where a literal enforcement of the provisions of an ordinance or regulation will result in an undue hardship. A hardship must be proven in order to have a variance granted. A true hardship applies to a situation when a landowner is unable to comply with the regulations because of some unique or peculiar aspect of a property itself. **A hardship is not considered a personal need or wish of the landowner, a hardship only applies to the quality of the property itself. A hardship cannot be self-created.**

An applicant must meet with planning staff prior to submitting a request for a variance. Staff will evaluate the issue and instruct the applicant on what staff's recommendation will be to the Zoning Board of Adjustment. As always, the applicant has the legal right to pursue the relief sought through the variance process.

## **PROTEST OF PROPOSED CHANGE IN ZONING**

Property owners adjacent to and within a radius of two hundred (200) feet of a property for which a change in zoning is being considered have the right to file a written protest against the request. The land area of this two hundred (200) feet radius includes streets, alleys and other public right-of-way. Whenever such written protest is signed by the owners of twenty (20) percent or more of the area of the lots or land included in such zoning change, or of the lots or land immediately adjoining the same and within the above mentioned two hundred (200) feet radius, such change in zoning shall not become effective except by a favorable vote of three-fourths (3/4) of all the members of the City Council.

Failure by an applicant to receive a favorable vote of 3/4 of all members of the City Council in a case where there is a written protest signed by the owners of twenty (20) percent or more of the area of the lots or land included in such zoning change, or of the lots or land immediately adjoining the same and within the above mentioned two hundred (200) feet radius, shall be treated as a denial.

For purposes of determining representation on a written protest, the written protest of any one owner of land owned by two or more persons shall be presumed to be the protest of all owners.



## BOARD ACTIONS

### Planning and Zoning Commission

Upon the closure of the public hearing, the Planning and Zoning Commission shall make a recommendation to the City Council on the subject application. The Planning and Zoning commission may recommend:

1. That the request or amendment be approved or enacted; or
2. That the request or amendment be approved or enacted as modified to a more restrictive classification or subject to appropriate conditions as permitted by law; or
3. That the request of amendment be denied.

### City Council

City Council may take the following actions:

1. The City Council may approve the request or amendment either as requested, or in the form of a more restrictive district, and subject to such appropriate conditions as are allowed by law.
2. The City Council may deny the request or amendment with prejudice. If a request or amendment is denied with prejudice, a new application may be submitted for the same lot or tract of land, or any portion thereof, within one year only if the new request is for a more restrictive or less intense use or development.
3. The City Council may deny the request or amendment without prejudice, in which case an application for a change in zoning and map amendment other than that which was requested on the original application may be filed at the applicant's discretion.
4. A proposal to rezone a tract or parcel of land which has been previously denied without prejudice by the City Council may be resubmitted within one year only if there is an actual change in conditions relating to zoning principles of the tract or parcel of land or the property surrounding it. In that event, the applicant must submit to the Director of Planning, in writing, a resume describing such changed conditions. The Director of Planning shall investigate the property or cause such an investigation to be made and shall report to the Planning & Zoning Commission whether or not such changed conditions exist. Upon hearing said report, the Planning & Zoning Commission shall either grant or deny the request to re-file the proposal for rezoning.

## PLATTING

Platting is the process through which undeveloped land is subdivided and ultimately transformed into legal building sites. Our City regulations require land to be platted for the creation of a building site. A site plan is also required for non-residential development. Land shall not be subdivided or developed until proper provision has been made for drainage, water, wastewater, transportation, and other facilities required by the Unified Development Code and city development standards.

Platting requirements can be found in Article 12 of the [Unified Development Code](#). When a plat is required, it must be approved prior to the issuance of a building permit. If a Civil Engineering plan is required, it must be approved by the Engineering Department prior to the recordation of the plat. The construction of public improvements and recordation of the plat must be complete prior to issuance of building permit. A Development Agreement may also be utilized to provide for the financial security of public improvements if construction of said improvement will be delayed. Development Agreements require City Council approval.

## TYPES OF PLATS

Plats include two stages depending on the level of complexity and number of elements: Preliminary and Final.

**Preliminary Plats** and accompanying preliminary development plans provide a layout of the proposed subdivision and improvements at a lower level of detail than that required for Final Plats. They are generally required for large scale developments involving construction or expansion of public utilities.

**Final Plats** are, as the term implies, the final highly detailed document to be approved by the Planning and Zoning Commission prior to the commencement of actual construction. Accuracy is critical when platting property as it includes exact easement locations and dedication language for all public dedications. Final Plats are filed for record with the County Deed Recording Division.

The following are types of Final Plats which do not require a preliminary plat:

**Minor Plats** – may be reviewed without a preliminary plat. A plat with the following conditions:

- The property to be platted is five (5) acres or less;
- A total of four (4) or fewer lots are being platted; and
- No major public improvements (not requiring the creation of any new street or the extension of municipal facilities, etc.) are planned.

**Amending Plats** – used in the case of minor revisions to an existing plat. They usually involve some variation of the following:

- Adding easements to an existing lot
- Correct a clerical or survey error
- Relocate an existing lot line
- Combine existing lots

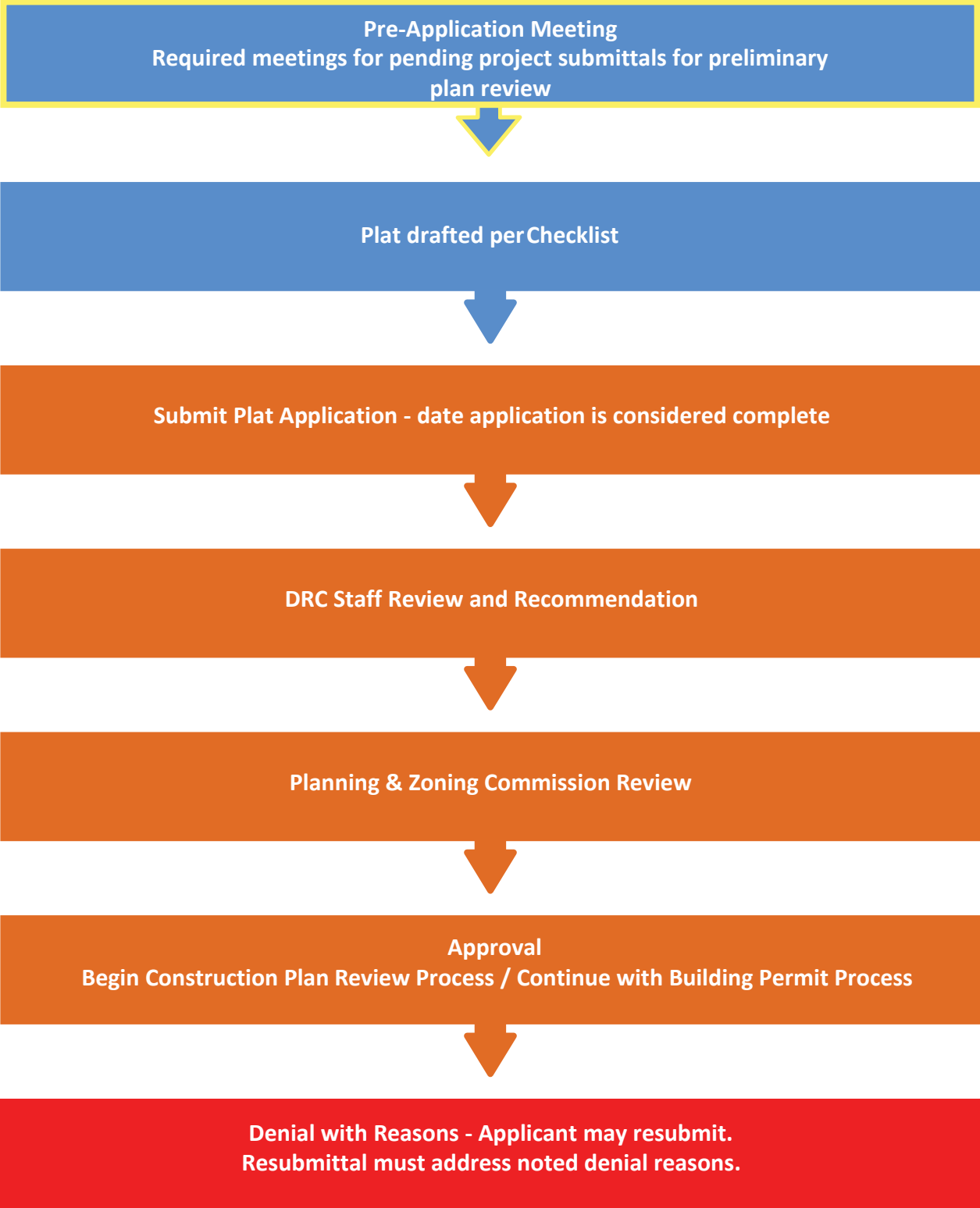
The Director of Planning & Development has the ability to approve a minor plat and/or amending plat but may also defer the decision to the Planning & Zoning Commission. Amending plats cannot increase the number of lots in the original plat.

**Replat** - required any time a platted, recorded lot is further divided or expanded, thereby changing the boundary and dimensions of the property.

## MUNICIPAL/COUNTY FILING REQUIREMENTS

Prior to filing with the county applicants will be required to receive city approval and signatures from the planning department. After filing with the county, applicants will be required to provide the City of Grand Prairie with one 24" x 36" pdf copy of the plat with signatures from the engineer/surveyor and the county prior to receiving final addressing and building permits.

# TYPICAL PLAT PROCESS



30 days - after date application is considered complete

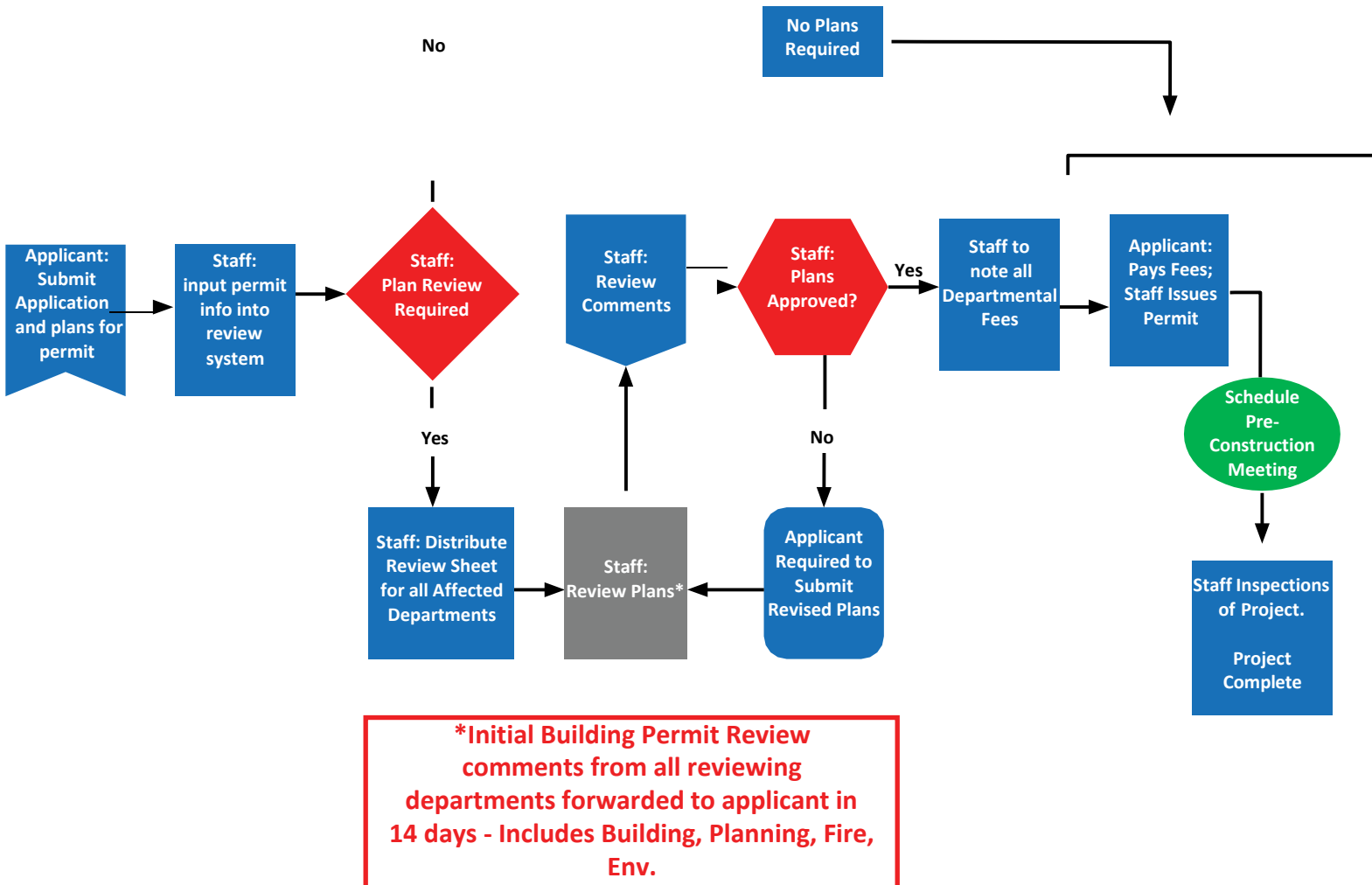
# BUILDING INSPECTIONS

The Building Inspection Division is established for the purpose of assuring standards are met to safeguard life, safety, property, and the public welfare by regulating and controlling the design, construction, quality of materials, occupancy, use, location, and maintenance of all structures constructed within the City of Grand Prairie.

The primary activities of the Building Inspection Division are:

- **PLAN REVIEW**
- **PERMIT ISSUANCE**
- **PUBLIC CONSULTATION**
- **ON-SITE INSPECTIONS**

The Building Inspection Division also works closely with the Planning Division, Engineering & Public Works Department and the Fire Department during project reviews. For additional information on building e-permits, application forms and fees, please visit the city website [building inspection page](#). The general overall permit process is noted below and in the guide appendix.



# **ENGINEERING**

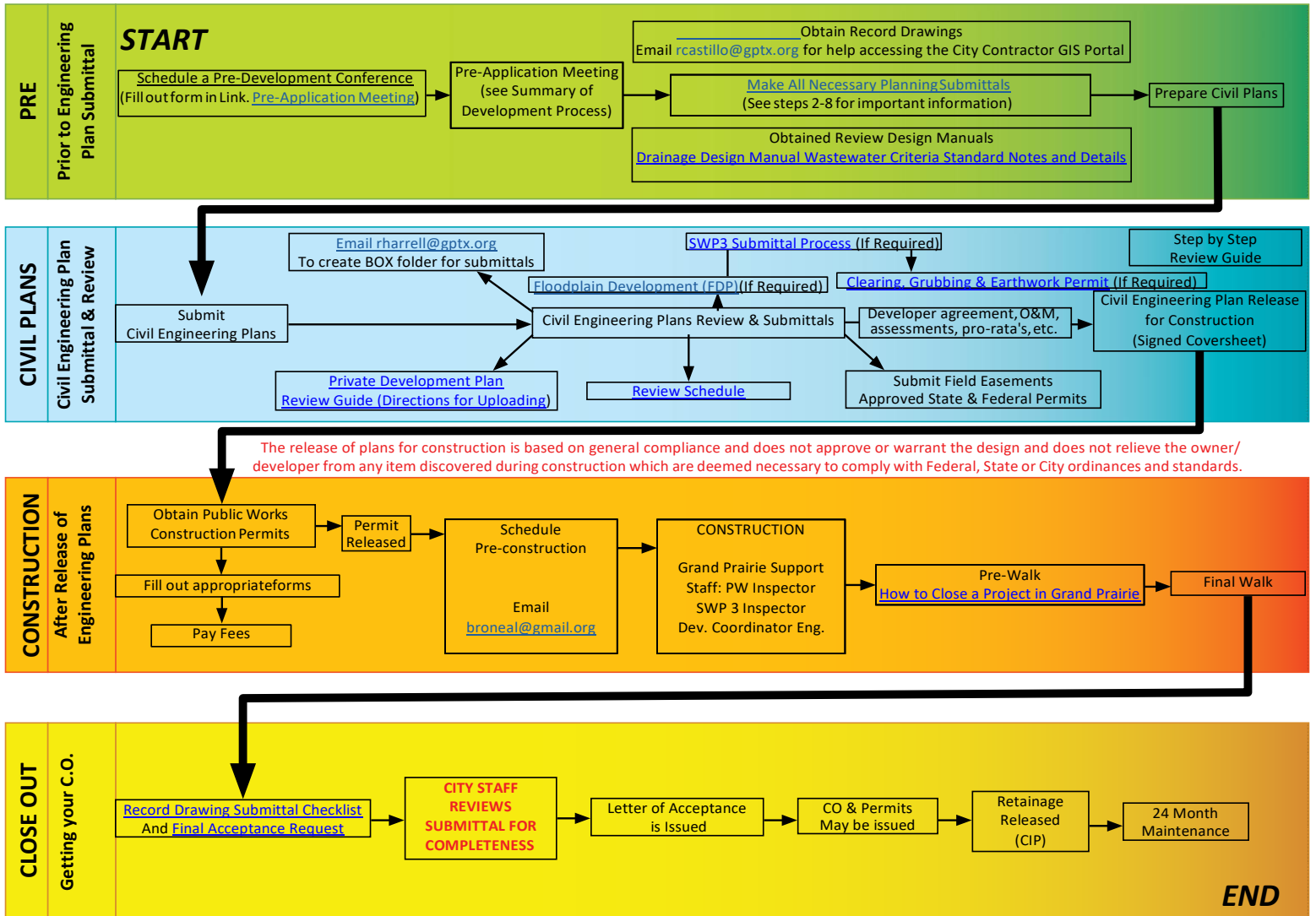
The City of Grand Prairie Engineering Division's mission is to provide world class engineering and technical services in an efficient, courteous and professional manner for customers. The Engineering Division offers many services to the private development community to assist project owners, designers and contractors throughout the design and construction process. You can follow this link to find information and standards for submittals. [Learn more about Engineering Division Services](#). The Engineering Division address the following:

- **DRAINAGE AND STORMWATER MANAGEMENT** - The Drainage section provides drainage studies and drainage master plans, reviews private development and public drainage designs, handles complaints and oversees the City's MS4 Stormwater Management Plan. [Learn more about Drainage and Stormwater Management](#).
- **DESIGN AND CAPITAL IMPROVEMENT PROJECTS** - The Engineering Division Design and CIP section manages and completes contracts and designs for Capital Improvement Projects within the city. [Learn more about Design and Capital Improvement Projects](#).
- **PROPERTY AND LAND MANAGEMENT** - The Property and Land Management Section manages the City of Grand Prairie real estate functions. [Learn more about property and Land Management](#).
- **ENGINEERING INSPECTIONS** - Engineering Inspection inspects all public construction within City rights-of-way and easements. [Learn more about Engineering Inspection](#).
- **FLOODPLAIN** - The Engineering Division offers many services to citizens and the private development community in regards to floodplain delineation and other information. [Learn more about Grand Prairie's Floodplain](#).

## **CIVIL ENGINEERING PLANS**

The City of Grand Prairie Engineering Division is responsible for the review and release for construction of all new construction and reconstruction projects within the City limits as well as within its ETJ. The Engineering Division also assists Developers and Engineers of Record in assuring that all public improvements for construction are designed to meet current City specifications.

The Civil Engineering Plan Submittal Process is intended to guide Developers and Engineers through the City's civil engineering plan submittal process and to meet approval requirements. This process is separate from building inspections submittal or any other department submittal. The City of Grand Prairie's Engineering Division reserves the right to request additional information necessary to complete the review of specific development projects. Please see the general process below.



# **TRANSPORTATION**

The Transportation Services Department of the city of Grand Prairie provides enhanced mobility for people, goods and services, to will meet their present and future needs in a proficient and responsive manner by planning, operating and maintaining a safe and efficient transportation infrastructure system.

## **TYPICAL PLAN REVIEW TIMES**

Reviews are typically incorporated in the [overall development review process](#) except for stand-alone reviews.

### **Traffic Impact Analysis (TIA) – 5 weeks**

- At the Pre-Application Meeting, the Transportation Department will recommend if a traffic impact analysis is needed. Final determination may still be made during Pre-DRC based on actual submittal.
- Impact Analysis scoping meeting must be held prior to TIA methodology submittal
- Staff review times following submittal to Transportation staff:
  - ◊ Methodology/ Scope of Work – 1 week
  - ◊ First Draft – 3 weeks (maximum based on scope of work)
  - ◊ Revisions – 1 week (per revision)
- Revisions must be completed prior to Planning & Zoning commission hearing.

### **TxDOT Permit Review – 1 week**

- Letter of Support – 1 week from submittal of permit exhibits to Transportation Staff.

### **Building Permit Review – 2 weeks**

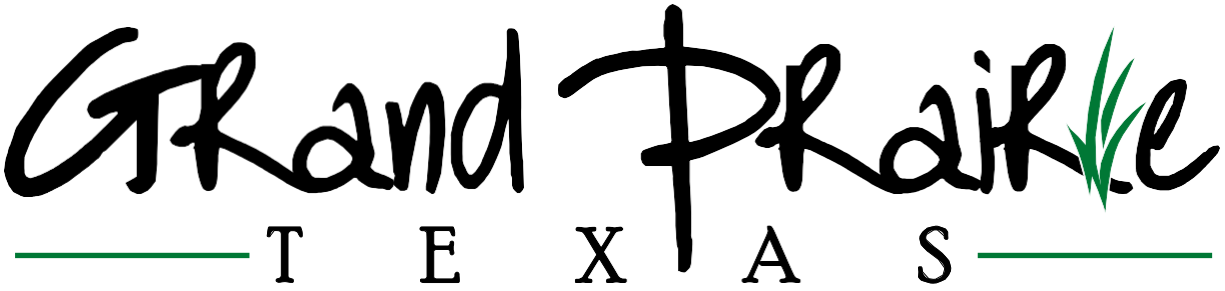
- Driveways, Single-Family homes, accessory structures, fences, gates, etc.
  - ◊ Reviewed as part of Grand Prairie Building Inspections overall permit process timeline – 14days
  - ◊ Commercial, Industrial, Multi-Family, etc.
  - ◊ Permits approved/ denied following Civil Plan Review process per Grand Prairie Engineering.
  - ◊ Comments provided during civil plan review process.

### **Special Event Permits**

- Per Grand Prairie Office of Emergency Management process timeline

### **Traffic Control Plans within development/CIP plans: 2 weeks**

### **Traffic Signal Plan Review: 3 weeks**



# APPENDIX



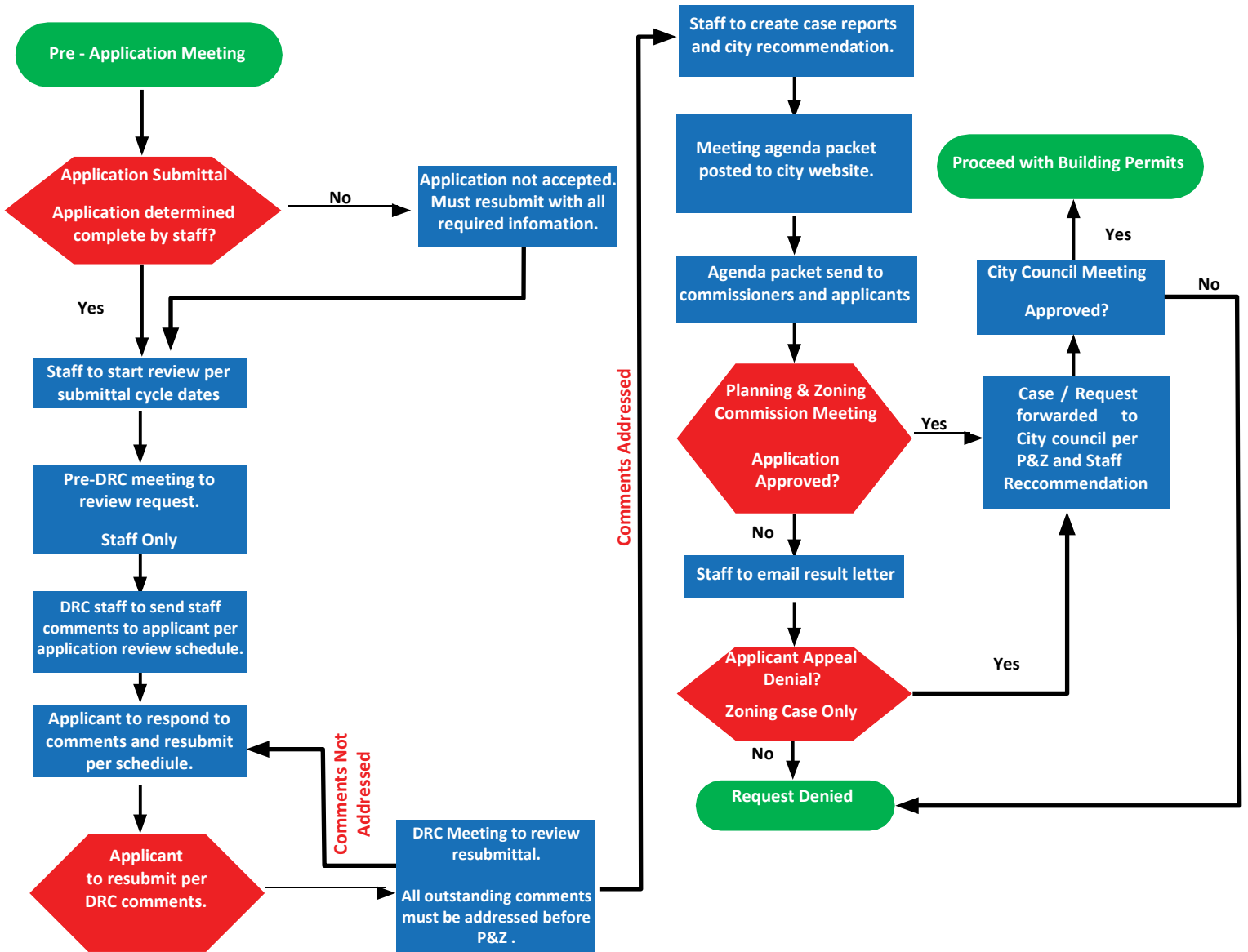
# **F.A.Q. – GENERAL INFORMATION**

If I want to develop or build something on my property, what do I need to know?

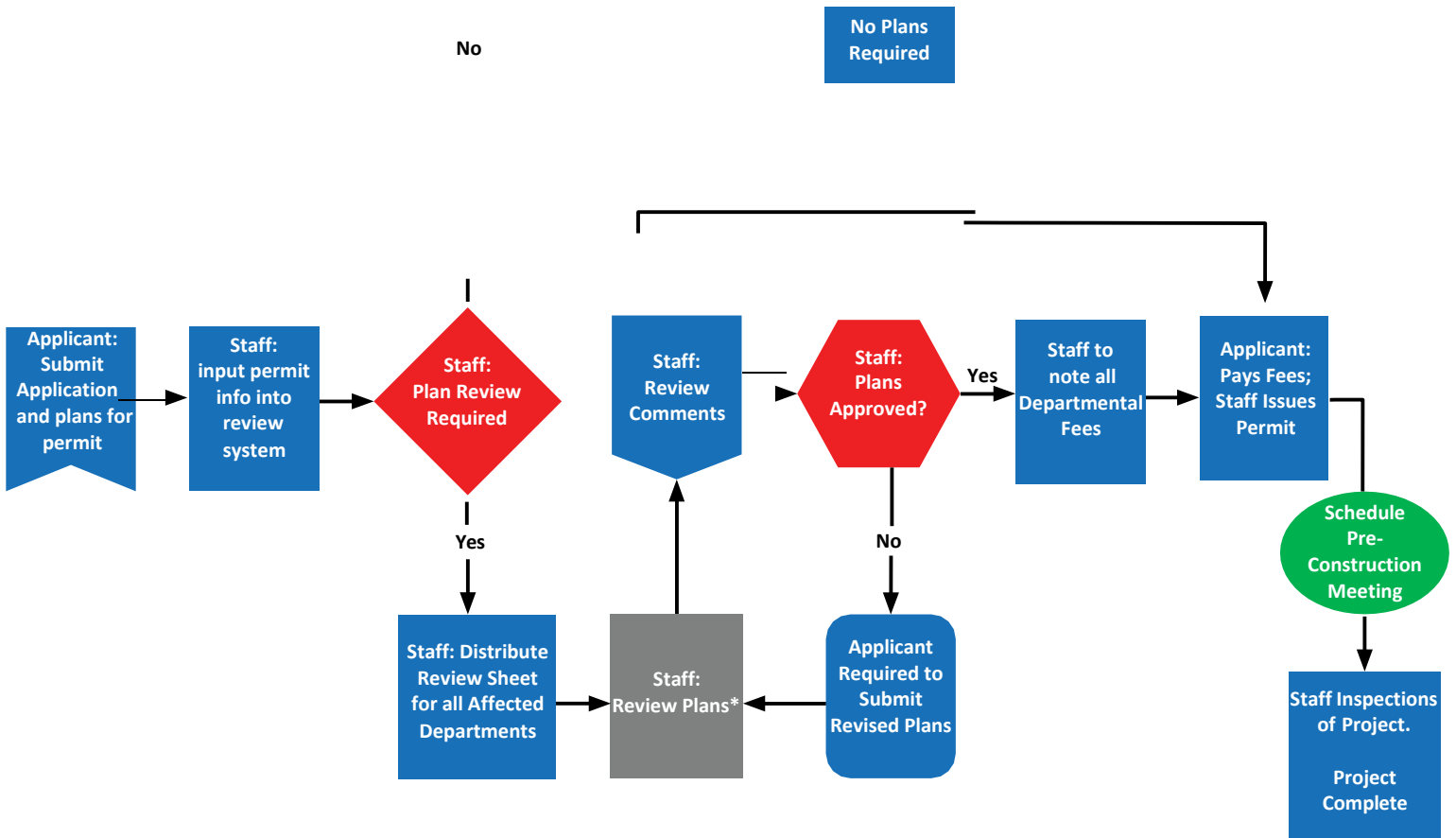
1. **Call or Visit City Staff at City Hall:** Grand Prairie has a friendly staff ready to assist you in your efforts to develop or build on your property.
  - a. **Address:** 300 West Main, Grand Prairie, TX 75050
  - b. **Phone:**  
Planning & Development - 972-237-8255  
Transportation - 972-237-8139  
Engineering & Public Works - 972-237-8141
  - c. **Email:**  
Planning & Development
    - Monica Espinoza – Planning Secretary [msepinoza@gptx.org](mailto:mespinoza@gptx.org)
    - Brittany Musser – Planning Technician [bmusser@gptx.org](mailto:bmusser@gptx.org)Transportation
    - Brett Huntsman [bhuntsman@gptx.org](mailto:bhuntsman@gptx.org)Engineering & Public Works
    - [engineering@gptx.org](mailto:engineering@gptx.org)
  - d. **Hours:** Monday – Friday | 8:00 am - 5:00 pm
2. **Your Zoning District:** You need to know the zoning district that applies to your property. You can find this information by visiting the [City’s Zoning Map on the City’s website](#). Additionally, you can find the purpose statement for your zoning district and references to all the major development standards in Article 3 of the [Unified Development Code](#).
3. **Whether Your Property Has Been Platted:** Platting is the process of subdividing land and building roads and other infrastructure (water and sewer line, etc.). If you are in a subdivision, your lot most likely has been platted. You should have a lot and block number (for example, your property is listed as Lot 4, of Block B of Meadow Subdivision) and can find this information either on a land surveyor’s survey (typically obtained when you purchased your home) or on the Appraisal District Website depending on your county.
  - a. **If Yes:** No action is likely needed. (However, your desire may be to replat your property to accommodate your development and this may require going through the platting process.)
  - b. **If No:** The land will need to be platted. Review [Article 12](#) of the Unified Development Code.
4. **What Uses are Permitted on Your Property:** This information can be found in [Article 4](#) of the UDC. In zoning, certain uses are either permitted, permitted by specific use permit (SUP), or prohibited. For example, a distribution center is not permitted in a residential zoning district.
5. **What are the Dimensional Standards for Your Property (such as where to place structures on the property, how tall structures can be, how large a lot must be, etc.):** This information can be found in the Dimensional Standards Charts in [Article 6](#) of the UDC. The dimensional standards are specific to each zoning district to reflect the purpose of that district.
6. **Where can I find the design standards for my property / project?** This information can be found in the [Appendices](#) of the Unified Development Code and the [Engineering Design Standards](#).
7. **What fees may apply to my request / permit?** Please reference [Article 22 Fee Schedule](#) for required fees. Please verify fee with city staff.

## **F.A.Q. – DEVELOPMENT PROCESSES**

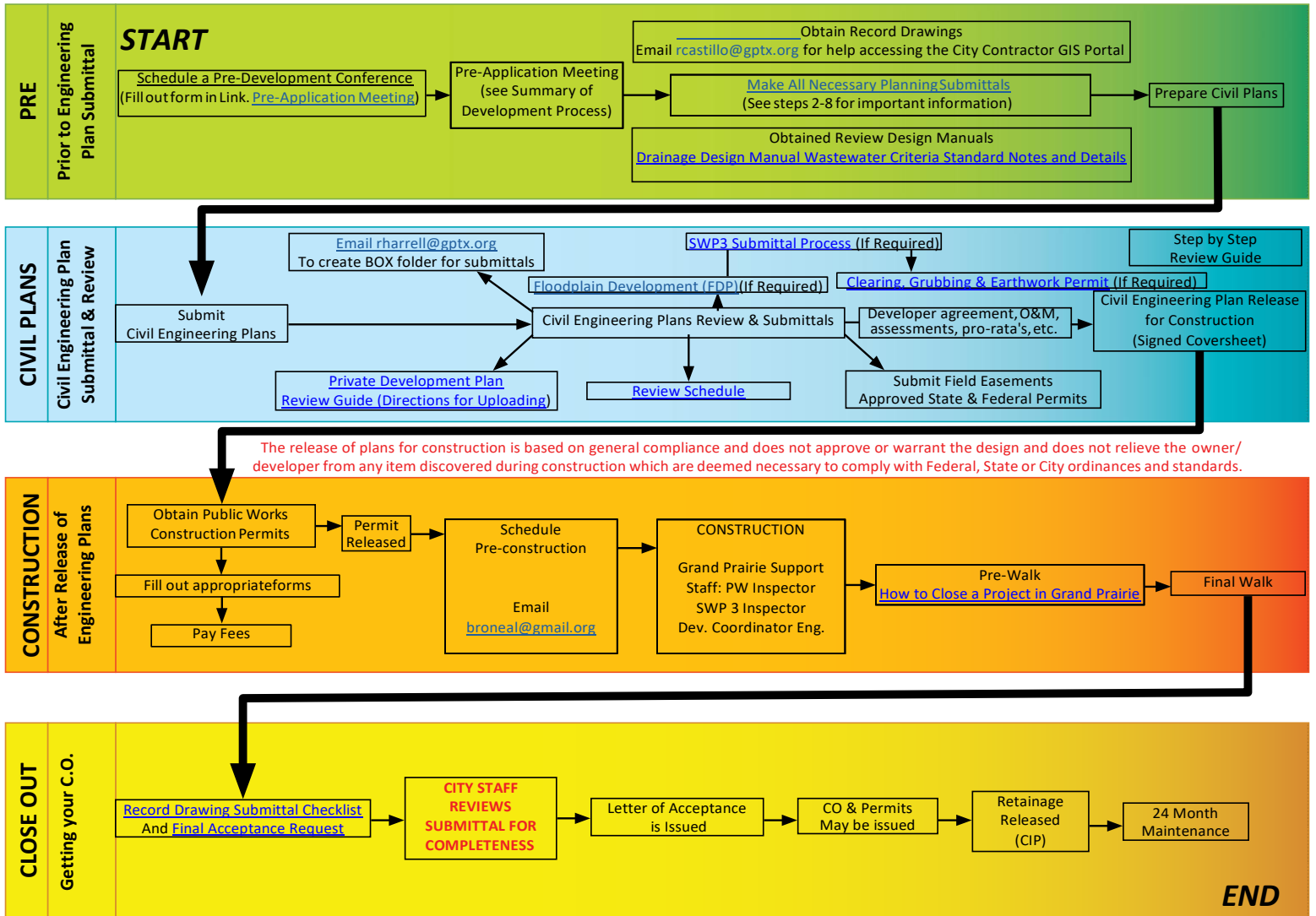
# PLANNING REQUESTS



# BUILDING PERMITS



\*Initial Building Permit Review comments from all reviewing departments forwarded to applicant in 14 days - Includes Building, Planning, Fire, Env.



# **TRANSPORTATION**

Reviews are typically incorporated in the overall development review process except for stand-alone reviews.

## **Traffic Impact Analysis (TIA) – 5 weeks**

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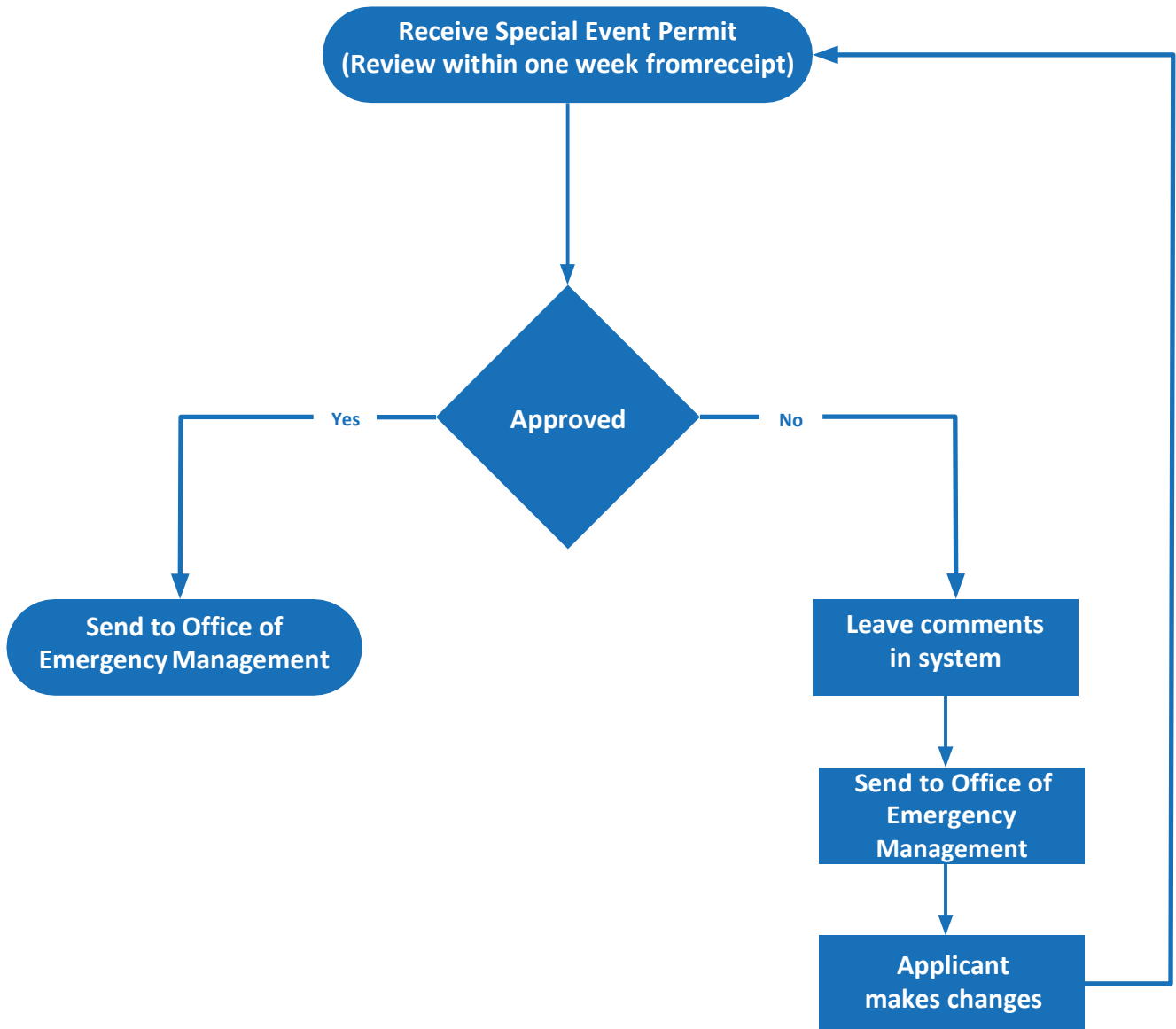
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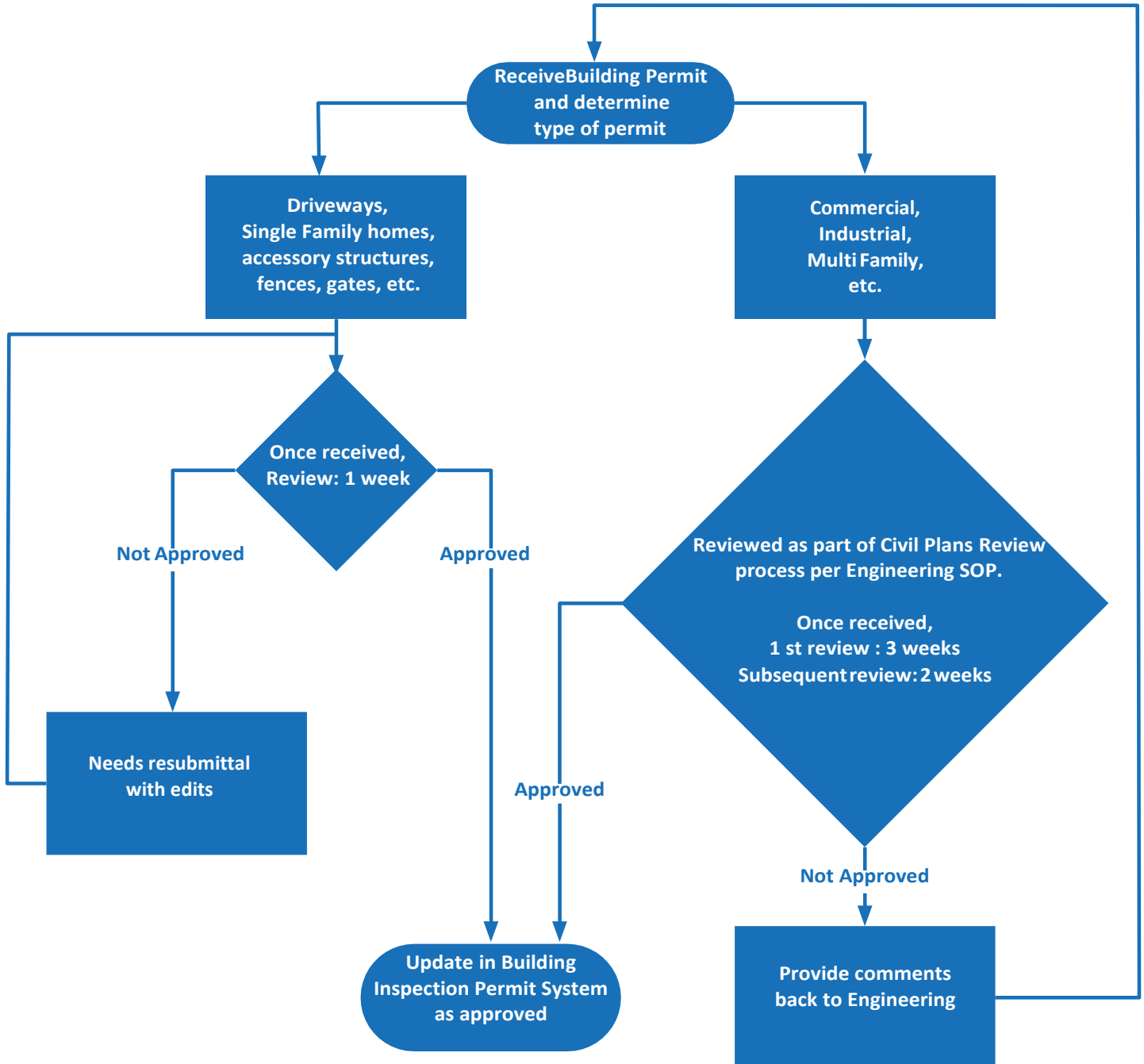
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## **Traffic Signal Plan Review: 3 weeks**

# TRANSPORTATION: SPECIAL EVENT PERMITS

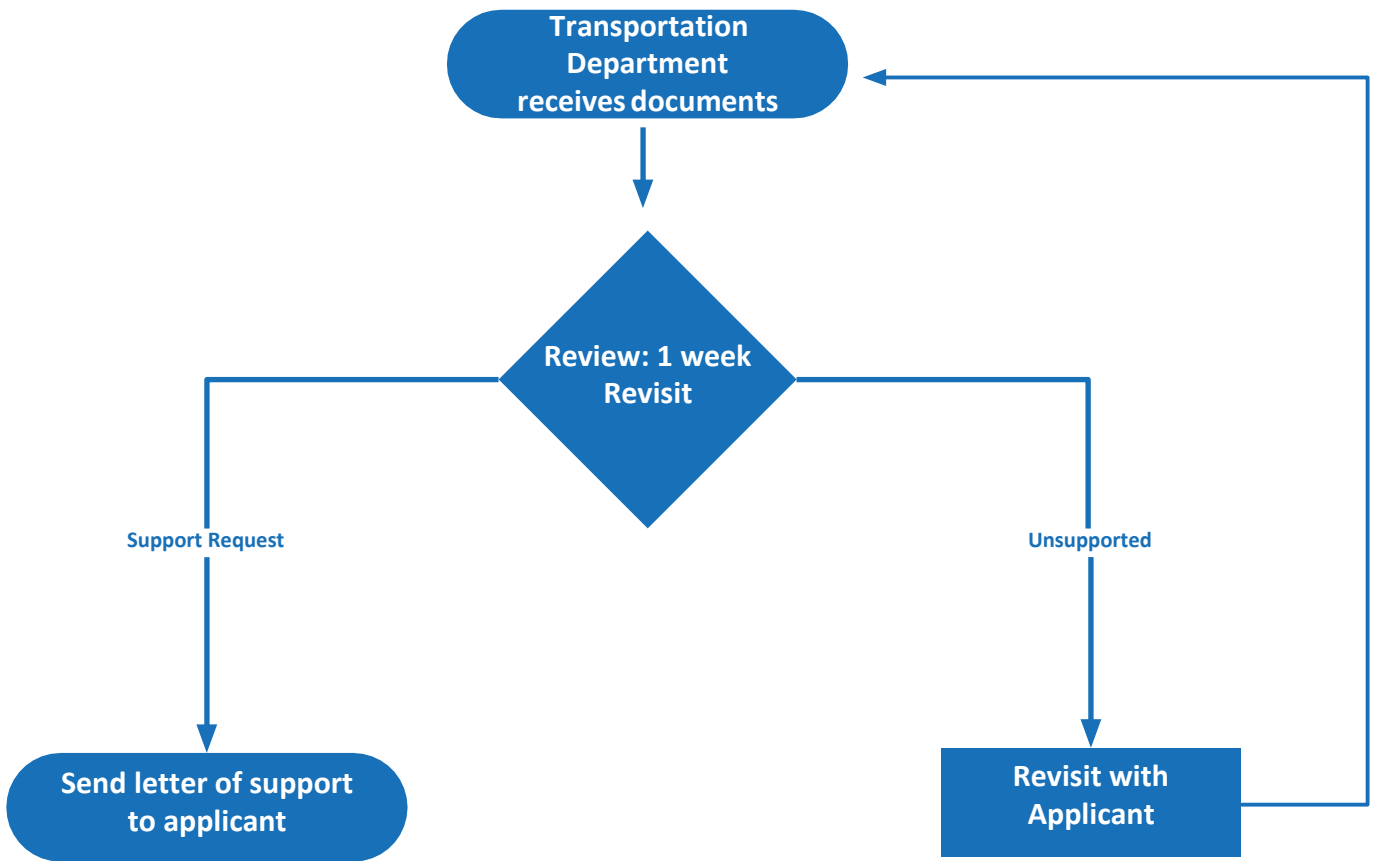


# TRANSPORTATION: BUILDING PERMITS

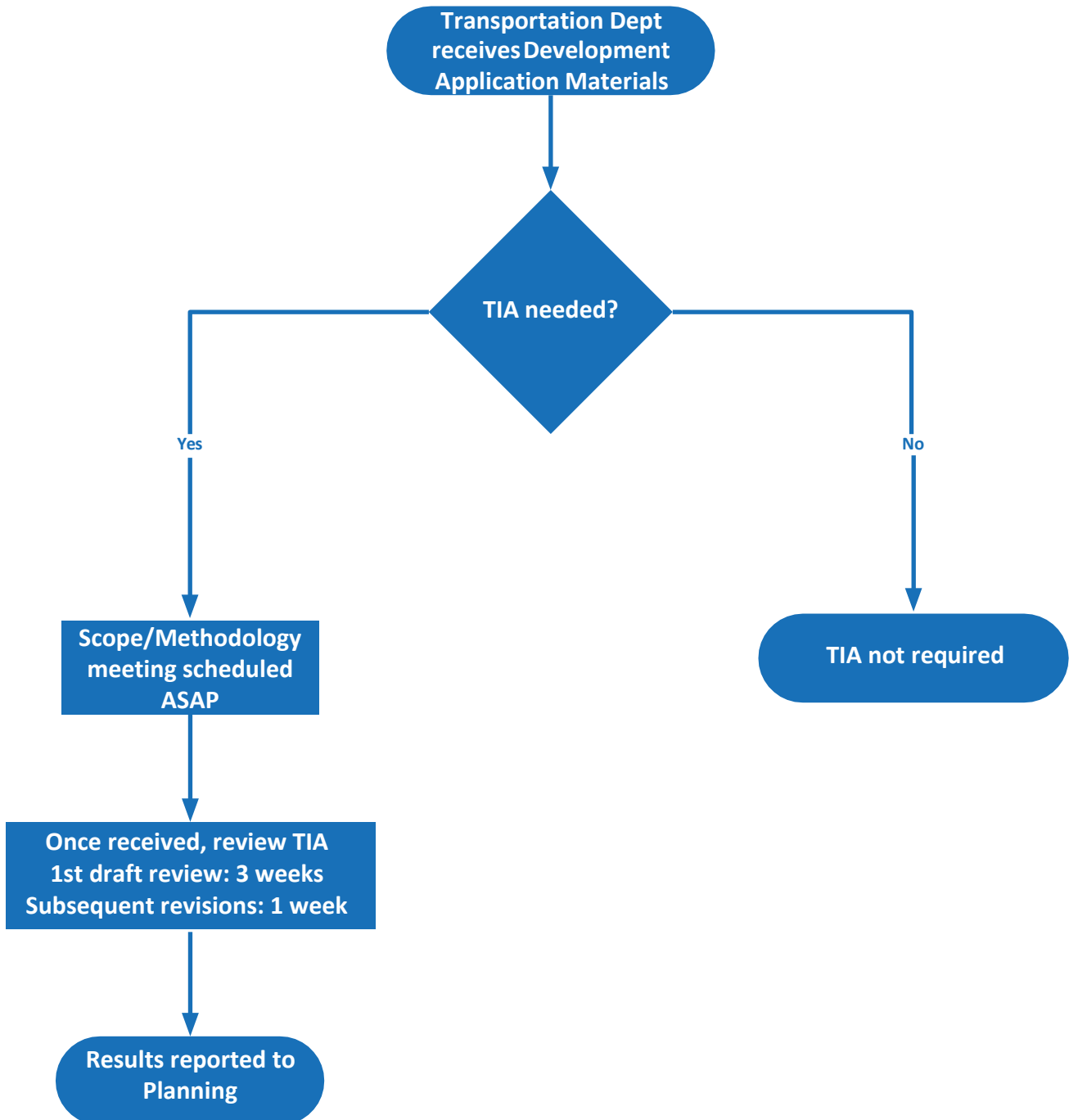




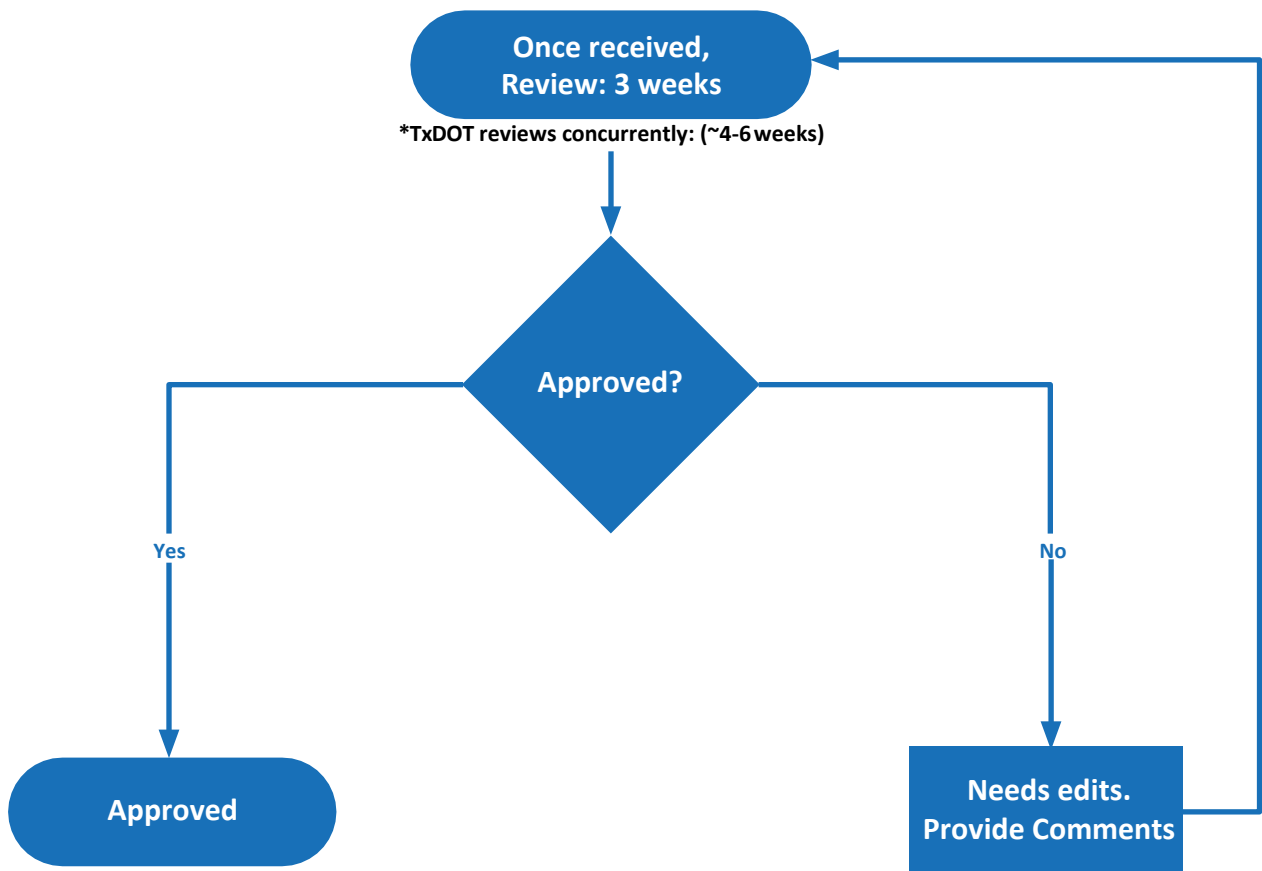
# TRANSPORTATION: TXDOT PERMITS



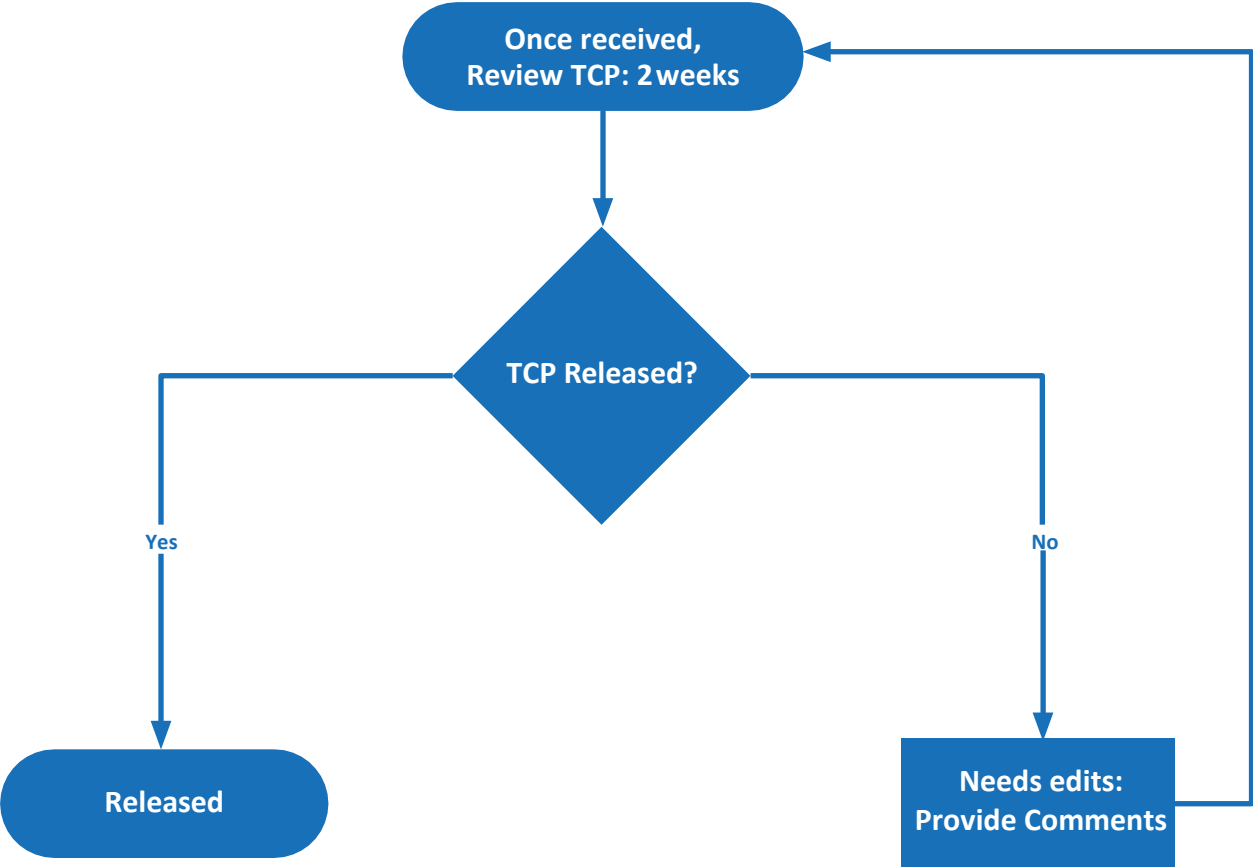
# TRANSPORTATION: TRAFFIC IMPACT ANALYSIS (TIA)



# TRANSPORTATION: TRAFFIC SIGNAL PLANS



**TRANSPORTATION: TRAFFIC CONTROL PLAN WITHIN CAPITAL IMPROVEMENT/PRIVATE DEVELOPMENT PLANS**





# Application Submittal Deadlines - 2022

Development Review Committee (DRC) ■ Planning and Zoning Commission (P&Z) ■ City Council

Application Deadline* (Tues. 4:00 p.m.)	Pre-DRC Meeting (Tues. 8:30 a.m.) <i>(Staff only)</i>	Comments Sent to Applicants	DRC Revisions Due	DRC Meeting (Tues. 8:30 a.m.) <i>(Staff Only)</i> <i>Send out Legal</i>
13-Jul	20-Jul	29-Jul	6-Aug	10-Aug
3-Aug	10-Aug	19-Aug	27-Aug	31-Aug
17-Aug	24-Aug	2-Sep	10-Sep	14-Sep
31-Aug	7-Sep	16-Sep	24-Sep	28-Sep
14-Sep	21-Sep	30-Sep	8-Oct	12-Oct
28-Sep-21	05-Oct-21	14-Oct-21	22-Oct-21	26-Oct-21
2-Nov-21	9-Nov-21	18-Nov-21	24-Nov-21	30-Nov-21
30-Nov-21	7-Dec-21	16-Dec-21	23-Dec-21	28-Dec-21
7-Dec-21	14-Dec-21	30-Dec-21	7-Jan	11-Jan
4-Jan	11-Jan	20-Jan	28-Jan	1-Feb
18-Jan	25-Jan	3-Feb	11-Feb	15-Feb
1-Feb	8-Feb	17-Feb	25-Feb	1-Mar
		3-Mar	11-Mar	15-Mar
1-Mar	8-Mar	17-Mar	25-Mar	29-Mar
15-Mar	22-Mar	31-Mar	8-Apr	12-Apr
29-Mar	5-Apr	14-Apr	22-Apr	26-Apr
12-Apr	19-Apr	28-Apr	6-May	10-May
3-May	10-May	19-May	27-May	31-May
		2-Jun	10-Jun	14-Jun
31-May	7-Jun	16-Jun	24-Jun	28-Jun
14-Jun	21-Jun	30-Jun	8-Jul	12-Jul
28-Jun	5-Jul	14-Jul	22-Jul	26-Jul
12-Jul	19-Jul	28-Jul	5-Aug	9-Aug
2-Aug	9-Aug	18-Aug	26-Aug	30-Aug
		1-Sep	9-Sep	13-Sep
30-Aug	6-Sep	15-Sep	23-Sep	27-Sep
13-Sep	20-Sep	29-Sep	7-Oct	11-Oct
27-Sep	4-Oct	13-Oct	21-Oct	25-Oct

**Cases with all corrections resolved and no additional corrections will proceed to the Planning and Zoning Hearing on the date indicated on the same row.**

**Cases with unresolved comments that require resubmittal will drop to the schedule associated with the application deadline on the row below.**

Applicant Post Signs by 5:00 P.M. <i>(Staff PON's Mailed)</i>	Planning and Zoning Hearing** (Mon. 6:30 p.m.)	City Council Hearing** (Tue. 6:30 p.m.) <i>Subject to change</i>
13-Aug	23-Aug	21-Sep
3-Sep	13-Sep	12-Oct
17-Sep	27-Sep	12-Oct
1-Oct	11-Oct	2-Nov
15-Oct	25-Oct	16-Nov
29-Oct-21	08-Nov-21	14-Dec-21
3-Dec-21	13-Dec-21	4-Jan-22
31-Dec-21	10-Jan	1-Feb
14-Jan	24-Jan	15-Feb
4-Feb	14-Feb	1-Mar
18-Feb	28-Feb	15-Mar
4-Mar	14-Mar	5-Apr
18-Mar	28-Mar	19-Apr
1-Apr	11-Apr	3-May
15-Apr	25-Apr	17-May
29-Apr	9-May	7-Jun
13-May	23-May	21-Jun
3-Jun	13-Jun	12-Jul
17-Jun	27-Jun	12-Jul
1-Jul	11-Jul	2-Aug
15-Jul	25-Jul	16-Aug
29-Jul	8-Aug	6-Sep
12-Aug	22-Aug	20-Sep
2-Sep	12-Sep	11-Oct
16-Sep	26-Sep	11-Oct
30-Sep	10-Oct	1-Nov
14-Oct	24-Oct	15-Nov
4-Nov	14-Nov	13-Dec

\*The application deadline does not guarantee that a request will be presented to the Planning and Zoning Commission and City Council on the dates indicated on the same row. Cases with all corrections resolved and no additional corrections at the DRC meeting will proceed to the Planning and Zoning Hearing on the date indicated on the same row. Cases with unresolved comments that require resubmittal at the DRC meeting will drop to the schedule associated with the application deadline on the row below.

\*\*Meetings are held in the City Council Chambers at City Hall, 300 W. Main Street.