

Optional Site Plan and Plat Approval Procedure

Texas law requires that Site Plans and Plats be approved, approved with conditions, or denied for specific reasons by the Planning and Zoning Commission within 30 days of filing. Otherwise, the application is considered approved.

To fulfill this deadline, the Development Review Committee will review a Site Plan or Plat application a single time after filing and then forward comments to the Planning and Zoning Commission along with a recommendation to approve, approve with conditions, or deny. Under this process, an applicant is not guaranteed an opportunity to respond to comments or to make revisions prior to P&Z action. A denial of 6 or more votes by P&Z is considered final unless appealed.

Check here to select the 30 day process

Alternative Process When Waiver Requested: If an applicant requests a waiver of the 30 day deadline, Staff will accept the application at the posted deadline and review at the scheduled meetings of the Development Review Committee. DRC will forward the application to Planning and Zoning Commission once staff and the applicant agree on all changes and criteria for approval. By checking this box, the applicant is requesting a waiver of the 30 day deadline in favor of the alternative process.

Check here to select the alternative DRC process

Printed name of Owner or Applicant (if selecting alternative process)

Signature