

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT
Land Use Review Division

City Planning Submittal Cycles - Applicant

Quarter 4 2022	October		November		December	
Action Item	Admin Cycle	Hearing/Admin Cycle	Admin Cycle	Hearing/Admin Cycle	Admin Cycle	Hearing/Admin Cycle
Deadline Day by 3PM (Submittal)	4-Oct	18-Oct	1-Nov	15-Nov	6-Dec	20-Dec
Poster Pick-up	14-Oct	28-Oct	11-Nov	25-Nov	16-Dec	30-Dec
First day of Posting Period	17-Oct	31-Oct	14-Nov	28-Nov	19-Dec	2-Jan
Last Day of Posting Period	26-Oct	9-Nov	23-Nov	7-Dec	28-Dec	11-Jan
Review Letter out to Applicant (Minor)	26-Oct	9-Nov	23-Nov	7-Dec	28-Dec	11-Jan
Review Letter out to Applicant (Major)	1-Nov	15-Nov	29-Nov	13-Dec	3-Jan	17-Jan
Revised Plans Submitted (Applicant)	16-Nov	7-Dec	14-Dec	4-Jan	18-Jan	1-Feb
Review Letter out to Applicant	1-Dec	22-Dec	29-Dec	19-Jan	2-Feb	16-Feb
Finalized Agenda		26-Dec		23-Jan		20-Feb
Poster Pick-up Deadline (Applicant)		30-Dec		27-Jan		24-Feb
First day of Posting Period		1-Jan		29-Jan		26-Feb
Last Day of Posting Period		11-Jan		8-Feb		8-Mar
Informal Planning Commission Meeting		4-Jan		1-Feb		1-Mar
City Planning Commission Hearing		11-Jan		8-Feb		8-Mar
Appeal Deadline (Appellant)		23-Jan		21-Feb		21-Mar
City Council Memos due to Supervisor		25-Jan		22-Feb		22-Mar
Legistar Approval started		1-Feb		1-Mar		29-Mar
Poster Pick-up (Applicant)		3-Feb		3-Mar		31-Mar
Begin Posting Period		4-Feb		4-Mar		1-Apr
Agenda Published (by Noon, Clerk Staff)		8-Feb		8-Mar		5-Apr
City Council Hearing - 1st Reading		14-Feb		14-Mar		11-Apr
City Council Hearing - 2nd Reading (as applicable)		28-Feb		28-Mar		25-Apr

* Please see separate schedule for Downtown Review Board and Historic Preservation Board

Please note these adjustments for processing:

(In these instances a pre-application conference is preferred)

Minor Modifications and Administrative Relief (having no public notice or outside agency review) may be submitted at any time to a case planner and processed in our one week review time-frame.

Minor Amendments without notification and outside agency review may be submitted at any time to a case planner and processed in our 14-day review time-frame.

All other applications will follow dates listed above.

