

Revised: 2023 Application Submittal Deadline Dates/Time

Application Types	New & Resubmittal Applications due 12:01 AM
All Subdivision and Land Use	Sept 5 (Tue)
All Subdivision and Land Use	Sept 18
All Subdivision and Land Use	Oct 2
All Subdivision and Land Use	Oct 9
All Subdivision and Land Use	Oct 23
All Subdivision and Land Use	Nov 6
All Subdivision and Land Use	Nov 20
All Subdivision and Land Use	Dec 4
All Subdivision and Land Use	Dec 18

Please note: Any application received after 12:01AM will be taken in on the next applicable application day

Application Types & Decision-Making Authority

Land Use Related Application Types	Decision Making Authority
Letter of Regulatory Compliance	Staff Approval
Administrative Exception	Staff Approval
License to Encroach	Staff Approval
Certificate of Appropriateness (COA)	HARC Approval
Special Exception	ZBA Approval
Zoning Variance	ZBA Approval
Appeal	ZBA/P&Z Approval
Annexation (Voluntary)	City Council Approval
Abandonment	City Council Approval
Comprehensive Plan Amendment	City Council Approval
Development Agreement	City Council Approval
Historic Landmark Designation	City Council Approval
Planned Unit Development	City Council Approval
Special Purpose Districts (MUD/PID)	City Council Approval
Special Use Permit (SUP)	City Council Approval
UDC Text Amendment	City Council Approval
Zoning Map Amendment (Rezoning)	City Council Approval

Subdivision Related Application Types	Decision Making Authority
Subdivision Variance	P&Z Approval
Construction Plans, Subdivision (Infrastructure)	Staff Approval
Driveway Access Permit	Staff Approval
Heritage Tree Removal and Pruning	Staff Approval
Site Development Plan (SDP)	Staff Approval
Stormwater Permit	Staff Approval
Subdivision Plat Vacation	Staff Approval
Traffic Impact Analysis	Staff Approval
Subdivision-Related Plats	Staff Approval ¹
¹All Subdivision-Related Plats will continue to be subject to LGC 212.009 (Shot Clock)	

Subdivision-Related Plats¹:

- >Preliminary Plat
- >Final Plat
- >Preliminary Final Plat Combo
- >Minor Plat
- >Preliminary Plat Amendment
- >Preliminary Plat Revision (major/minor)
- >Replat