

## 2021 SUBMITTAL REVIEW SCHEDULE

Submittal Date - on or before 3:00 P.M.	Staff Mark-ups emailed by 5:00 P.M.	Applicant Submits Revised Plans before 3:00 P.M.	Planning & Zoning Public Hearing 7:00 P.M.	City Council Public Hearing 6:00 P.M.
01/07/21	01/21/21	02/04/21	03/11/21	03/23/21
01/21/21	02/04/21	02/18/21	03/11/21	03/23/21
02/04/21	02/18/21	03/04/21	04/08/21	04/27/21
02/18/21	03/04/21	03/18/21	04/08/21	04/27/21
03/04/21	03/18/21	04/01/21	05/13/21	05/24/21
03/18/21	04/01/21	04/15/21	05/13/21	05/24/21
04/01/21	04/15/21	05/06/21	06/10/21	06/22/21
04/15/21	04/29/21	05/20/21	06/10/21	06/22/21
05/06/21	05/20/21	06/03/21	07/08/21	07/27/21
05/20/21	06/03/21	06/17/21	07/08/21	07/27/21
06/03/21	06/17/21	07/01/21	08/12/21	08/24/21
06/17/21	07/01/21	07/15/21	08/12/21	08/24/21
07/01/21	07/15/21	08/05/21	09/09/21	09/28/21
07/15/21	07/29/21	08/19/21	09/09/21	09/28/21
08/05/21	08/19/21	09/02/21	10/14/21	10/26/21
08/19/21	09/02/21	09/16/21	10/14/21	10/26/21
09/02/21	09/16/21	10/07/21	11/11/21	12/09/21
09/16/21	09/30/21	10/21/21	11/11/21	12/09/21
10/07/21	10/21/21	11/04/21	12/09/21	01/11/22
10/21/21	11/04/21	11/18/21	12/09/21	01/11/22
11/04/21	11/18/21	12/02/21	01/13/22	01/25/22
11/18/21	12/07/20	12/17/20	01/13/22	01/25/22
12/02/21	12/16/21	01/07/21	02/10/22	02/22/22
12/16/21	12/30/21	01/21/21	02/10/22	02/22/22

*Green Date = Impacted by Thanksgiving, Christmas, and New Year Holidays*

**Refer to the P&Z submittal schedule for applications requiring publication & notification as defined by Dates for Planning & Zoning Commission and City Council meetings are subject to change and should be verified. Schedules will be extended if staff review comments have not been addressed or if the Planning & Zoning Commission or City Council table the request.**

**1)** If submittals require revisions per staff review, resubmittals must be made in accordance with the submittal schedule dates. If review is deemed administratively complete addressing all staff comments the requested will be noticed as required by state statute and scheduled for Public Hearings.

**2)** All variance requests must be addressed in writing and submitted with the formal submittal. Although a complete formal submittal is received by the deadline, the case may be moved to a later meeting date. Development cases will be placed on the appropriate Planning & Zoning Commission and City Council agendas.

**3)** If no revisions are needed per the Planning & Zoning Commission, the case will be placed on the City Council agenda in accordance with the column for City Council meetings. If revisions are needed, resubmittals may be required in accordance with the submittal dates noted.

**4)** Submittal is deemed administratively complete addressing all staff comments or includes a written request from the applicant requesting placement on the first available Planning & Zoning agenda if staff comments have not been addressed and the plat is not in compliance with city codes.

**Each request being considered by the Planning & Zoning Commission and City Council must be represented by the applicant, owner or other designee.** All P&Z and City Council meetings will be held in the Council Chambers, City of Melissa City Hall, 3411 Barker Avenue, Melissa, Texas. P&Z regular meetings begin at 7 p.m. and the City Council regular meetings begin at 6pm unless otherwise posted.