

## **H.R.P.C. SUBMITTAL SCHEDULE**

### **SUBMITTAL GUIDELINES:**

Submit 8 sets for initial staff review. Sheet sizes shall not be larger than 24x36; if the size of the project requires a larger sheet size, approval must be obtained from the Planning Department. All submittals must be complete and in compliance with appropriate checklists and scheduled deadlines. Any deviation will result in the submittal being rejected for agenda consideration. All submittals should be made with Barbara Story or Georgie Mathis in the Planning Department and stamped "received."

Completed checklists must accompany all submittals.

Any item checked Not Applicable by the submitter that is deemed applicable by city staff will result in the entire submittal being rejected as incomplete. If in doubt about the applicability of a particular item, contact Fred Rogers, Planning Department, or Jerry Horton, Department of Public Works. No checklist items may be deleted.

For Staff Approved Final Plats, submit 2 copies, application and checklist for review

### **RESUBMITTAL GUIDELINES:**

Submit 10 half-size sets and 8 full size sets (24x36 maximum size) sets. (Initial staff comments may be picked up on the dates shown on the attached sheet, prior to re-submittal.) Include original red-lined plan sets provided by staff. Failure to address all staff comments and return all red-lined sets will result in submittal being pulled from the Planning Commission Agenda.

### **DESIGN REVIEW WAIVER REQUEST GUIDELINES:**

All waiver requests must be submitted in writing by the submittal deadline.

Any waiver request must reference a specific regulation or zoning ordinance.

<b>Initial Submittal Deadline 12:00 P.M.</b>	<b>Pick-up Initial Staff Comments 3:00 P.M.</b>	<b>Resubmit Deadline 12:00 P.M.</b>	<b>Pick-up Final Staff Comments 3:00 P.M.</b>	<b>Planning Commission Meeting Date 6:30 P.M.</b>
December 5 2011	December 15	December 22	December 30	January 3, 2012
January 3, 2012*	January 12	January 19	February 3	February 7
February 6	February 16	February 23	March 2	March 6
March 5	March 15	March 22	March 30	April 3
April 2	April 12	April 19	April 27	May 1
April 30	May 10	May 17	June 1	June 5
June 4	June 14	June 21	June 29	July 3
July 2	July 12	July 19	August 3	August 7
August 6	August 16	August 23	August 31	September 4
September 4*	September 13	September 20	September 28	October 2
October 1	October 11	October 18	November 2	November 8*
November 5	November 15	November 26*	November 30	December 4
December 3	December 13	December 20	December 28	January 3, 2013*
December 31	January 10	January 17	February 1	February 5

\* - denotes an atypical submittal or meeting date