

City of Waxahachie  
Planning Application Cycle

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<u>Week 1</u>	<u>List of Acronyms</u> ACM = Assistant City Manager CC = City Council CE = City Engineer CM = Case Manager CSO = City Secretary's Office	DP = Director of Planning FM = Fire Marshal GIS = GIS Tech PT = Planning Tech P1 = Planner P&Z = Planning & Zoning Comm.	*Application turn in date  *Tentative P&Z and CC meeting dates scheduled	*PT enters all applications into tracking system	
<u>Week 2</u>	*PT create templates for PONs and newspaper publishing *PT creates PZ agenda draft *PT start staff reports				*FM and CE completeness checks due
<u>Week 3</u> Staff Review Week	*PT send P1 & DP templates *Completeness check meeting with P1 & DP (CE, if necessary)	*Deadline for CM to send completeness check results to applicant	*PT save staff reports to case file	*P1 & DP send approved templates back to PT	*PT send templates/apps to CSO *GIS create PON map and labels *CM send comments to applicant (applicant must schedule DRC or inform CM of response)
<u>Week 4</u>	*PT prepare PONs for mailing *PT send request for newspaper publishing to WDL		*Afternoon DRC meeting for comment review ( <b>REQUIRED</b> step for zoning cases & PPs) *Alternate option to inform CM of intent to address comments	*If applicant did not contact CM or attend DRC, notices will be sent informing the zoning case or PP will be scheduled for the subsequent P&Z agenda	*PT mail PONs *Newspaper publishings in WDL *GIS send location, zoning, and FLUP maps to CM for review *GIS post zoning signs and take site photos
<u>Week 5</u>	*CM conducts site visits and finalizes location, zoning, and FLUP maps				*Comment response letter and revisions due from applicant, per Week 4 DRC meeting
<u>Week 6</u>	*GIS add site photos and final location, zoning, and FLUP maps to presentations		*CM to send completed staff reports to DP by noon	*DP review staff reports with ACM *Staff reports due to CSO by noon *PT send PZ agenda draft to CSO	*CSO to send P&Z agenda packet to PT *PT send applicant copy of staff report
<u>Week 7</u>	*GIS starts P&Z Planning Presentation	Planning & Zoning Meeting 7:00 P.M.			*CSO to send CC agenda packet to PT *GIS starts CC Planning Presentation
<u>Week 8</u>	City Council Meeting 7:00 P.M.				