

## 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>	<p><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</p>	<p>DRC = Development Review Committee                      FM = Fire Marshal                      GIS = GIS Tech                      PT = Planning Tech                      P1 = Planner                      P&amp;Z = Planning &amp; Zoning Comm.</p>	<p><b>*Application turn in date</b>                       *Tentative P&amp;Z and CC meeting dates scheduled</p>	<p>*PT enters all applications into tracking system</p>	
<u>Week 2</u>	<p>*PT creates the templates for PONs and newspaper publishing                      *PT starts writing the staff reports</p>				<p>*FM and CE completeness checks due</p>
<u>Week 3</u>	<p>*PT sends P1 &amp; DP templates                      *Completeness check meeting with P1 &amp; DP (CE, if necessary)</p>	<p>*Deadline for CM to send completeness check results to applicant</p>	<p>*PT saves staff reports to case file</p>	<p>*P1 &amp; DP send approved templates back to PT</p>	<p>*PT sends templates/apps to CSO                      *GIS sends PON map info to CSO                      *CM sends comments to applicant (applicant must schedule DRC or inform CM of response)</p>
<u>Week 4</u>			<p>*Afternoon DRC meeting for comment review (<b>REQUIRED</b> step for zoning cases &amp; PPs)                      *Alternate option to inform CM of intent to address comments</p>	<p>*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&amp;Z agenda</p>	<p>*CSO mails PONs                      *Newspaper publishings in WDL                      *GIS send location, zoning, and FLUP maps to CM for review</p>
<u>Week 5</u>	<p>*CM conducts site visits                      *CM finalizes location, zoning, and FLUP maps</p>				<p>*GIS posts zoning signs and takes site photos                      *Comment response letter and revisions due from applicant, per Week 4 DRC meeting</p>
<u>Week 6</u>	<p>*GIS adds site photos and final location, zoning, and FLUP maps to presentations</p>			<p>*CM sends the completed staff reports to DP by noon                      *Staff reports due to CSO by end of day</p>	<p>*DP reviews staff reports with ACM                      *CSO sends the P&amp;Z agenda packet to PT                      *PT sends applicant copy of staff report</p>
<u>Week 7</u>	<p>*GIS starts P&amp;Z Planning Presentation</p>	<p>P&amp;Z Commission Meeting                      7:00 P.M.                       *P&amp;Z meets the 2nd and 4th Tuesday of each month</p>			<p>*CSO sends the CC agenda packet to PT                      *GIS starts CC Planning Presentation</p>
<u>Week 8</u> or <u>Week 9</u> (dependant on CC schedule)	<p>City Council Meeting                      7:00 P.M.                       *CC meets the 1st and 3rd Monday of each month</p>				