



# Urban Planning and Land Use Deadline Calendar 2018 (Approx 80 Day Process)

Change of Zone, Preliminary and Final Plan Review, Special Use Permit, Vacation, Preliminary and Final Plat, Zoning Variances and Appeals

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Preapplication Meeting Deadline	Submission Deadline Dates - <b>DUE BY 12:00 NOON</b>	Comments to Applicant and Comment Review Meeting Date	Post Notice Sign on Property - <b>Engineering Resubmittals due at 12:00 Noon</b>	Neighborhood Meeting Deadline - Notices sent 10 days prior	Last day for continuance/ engineering approval / <b>Final Revisions Due 12:00 Noon</b>	City Planning Commission Meeting/Board of Zoning Appeals Public Hearing	Last day to comply with stipulations	Board of Commissioners/ Public Hearing
11/17/2017	11/27/2017	12/18/2017	12/19/2017	12/26/2017	12/26/2017	1/8/2018	1/17/2018	1/25/2018
12/19/2017	12/29/2017	1/22/2018	1/23/2018	1/29/2018	1/29/2018	2/12/2018	2/21/2018	3/1/2018
1/16/2018	1/26/2018	2/20/2018	2/20/2018	2/26/2018	2/26/2018	3/12/2018	3/28/2018	4/5/2018
2/13/2018	2/23/2018	3/19/2018	3/20/2018	3/26/2018	3/26/2018	4/9/2018	4/18/2018	4/26/2018
3/23/2018	4/2/2018	4/23/2018	4/24/2018	4/30/2018	4/30/2018	5/14/2018	5/23/2018	5/31/2018
4/17/2018	4/27/2018	5/21/2018	5/22/2018	5/28/2018	5/29/2018	6/11/2018	6/20/2018	6/28/2018
5/15/2018	5/25/2018	6/19/2018	6/19/2018	6/25/2018	6/26/2018	7/9/2018	7/18/2018	7/26/2018
6/19/2018	6/29/2018	7/23/2018	7/24/2018	7/30/2018	7/30/2018	8/13/2018	8/22/2018	8/30/2018
7/17/2018	7/27/2018	8/20/2018	8/21/2018	8/27/2018	8/27/2018	9/10/2018	9/19/2018	9/27/2018
8/14/2018	8/24/2018	9/17/2018	9/18/2018	9/24/2018	9/24/2018	10/8/2018	10/17/2018	10/25/2018
9/18/2018	9/28/2018	10/22/2018	10/23/2018	10/30/2018	10/30/2018	11/13/2018 *	11/21/2018	11/29/2018
10/16/2018	10/26/2018	11/19/2018	11/20/2018	11/26/2018	11/26/2018	12/10/2018	1/2/2019	1/10/2019
11/20/2018	11/30/2018	12/21/2018	12/21/2018	12/31/2018	12/31/2018	1/14/2019	1/23/2019	1/31/2019
12/18/2018	12/28/2018	1/22/2019	1/22/2019	1/28/2019	1/28/2019	2/11/2019	2/20/2019	2/28/2019
1/15/2019	1/25/2019	2/19/2019	2/19/2019	2/25/2019	2/25/2019	3/11/2019	3/20/2019	3/28/2019
2/12/2019	2/22/2019	3/18/2019	3/19/2019	3/25/2019	3/25/2019	4/8/2019	4/17/2019	4/25/2019
3/19/2019	3/29/2019	4/22/2019	4/23/2019	4/29/2019	4/29/2019	5/13/2019	5/22/2019	5/30/2019

- NOTES**
- Review of Final Plat engineering - Final engineering may be submitted after approval of the preliminary plat. Initial review may take up to 30 days. Resubmittals may require up to 21 days for review. Final engineering includes final studies, final design, and construction drawings. All approvals are subject to KDHE review and approval. Applications that include a traffic study, innovative technology, pump station, force main, or low pressure systems may require additional review time. During periods of unusually heavy submissions, review time may be extended. Make scheduling decisions accordingly.
  - Change of zone, special use permit, preliminary plan and preliminary plat petitions may be submitted simultaneously.
  - Final plan/final plat petitions may be filed after the preliminary plan, preliminary plat and zoning have been approved (UG BOC). Exceptions may be allowed by the Director of Planning for minor plans/plats that do not involve significant public improvements.
  - Street construction may begin after the filing of the final plat with the Register of Deeds.
  - All meeting dates are contingent upon complete submissions by the progressive deadline schedule. If any deadline is missed, the application **WILL BE DELAYED**.
  - Complete submissions will be submitted to the Urban Planning and Land Use Department at 4953 State Avenue for verification by **12:00 Noon** on the deadline date.
  - The various applications include a checklist indicating the items required to qualify as a complete submission.
  - Residential building permit applications may be filed after the final plat is approved (UG BOC) and streets are accepted by Public Works.
  - Commercial building permits may be filed after streets and utilities are accepted and the final plan (if necessary) has been approved.
  - Complete application submittal will be determined prior to the application being distributed for review. Applicant will be notified if the application is determined to be incomplete.
  - Final plats will not be placed on a Planning Commission agenda unless Engineering has been approved.
  - It is highly recommended that the applicant schedule a comment review meeting to review comments with staff.
  - Incomplete, sloppy or technically deficient plans may be returned without complete review.
  - In cases where a variance is required, the item will be stayed pending BOZA action.

\* Tuesday