

Planning Process

- The planning process should begin by scheduling a presubmittal meeting with the planning staff to discuss your project prior to committing resources to engineering or architectural design.
- Submittals for zoning change requests include a complete application, fees paid, concept plan or development plan, full legal description, tax certificate, planned development conditions, if applicable, and other pertinent exhibits as may be required.
- Zoning cases and other Public Hearings must be advertised a minimum of 15 days prior to the scheduled public hearing. Both P&Z and City Council meetings are advertised together. The official newspaper of record is the Wylie News, which is published each Wednesday. The attached schedule reflects the latest possible date in which a public hearing can be advertised and still meet State requirements.
- Filing deadline for initial submittals is on the Wednesday due date listed on the attached schedule. One (1) set of development plans (concept plans, landscape and irrigation plans, site plans, elevations or plats) may be submitted with the appropriate application, and a form of payment for the applicable fees. (Please check with the planner to confirm if a paper copy is needed.) Also a reduced Plat in a .PDF file format must be emailed to the Planner. Two (2) sets of engineering drawings are to be submitted at the same time for any plat. Tax Certificate is required for Final Plats.
- Technical review of submitted plans by staff will be completed and the markups returned to the applicant by the following week on Thursday.
- Ten (10) **folded** 24 x 36 copies (the copies shall be folded to approximately 9 x 12) of the revised drawings, and the original markups must be returned by the Friday due date listed on the attached schedule to be considered for that P&Z agenda. Also a reduced corrected Plat in a .PDF file format must be emailed to the Planner.
- Items going to City Council must be submitted 2 weeks prior to the meeting in order to be placed on the agenda. Therefore, items going to the P&Z will go to the City Council meeting two weeks after the P&Z meeting.
- After Final Plats are approved by the City Council, and inspected by the City Engineer, the project will be released for construction of all public infrastructure including streets, water, sewer, parks, etc. After the City accepts all of the public improvements the plat will be released for filing. One (1) mylar and two (2) prints with original notarized signatures and seals must be submitted to the Planning Department for signatures of the Planning and Zoning Commission Chairman and the Mayor before filing with the County of record. **Please check with the county for their policies for filing with the County of record.** All fees, bonds and escrow funds must be paid prior to the plat being released for filing and issuance of building permits. One set of as-builts on a CD in TIFF format at 400 dpi are to be submitted at the time plats are delivered for signatures.
- Once filed with the county, return one (1) mylar and one (1) blueline/blackline with original notarized signatures to the Planning Department. The county generally keeps one (1) blueline/blackline.

2015 - 2016
Public Hearing Schedule
Planning Zoning and City Council

| Submittal ** | Staff Comments are returned | Revisions Due from Applicant | Public Notice (Published in Paper) | Mail Notice (Property Owners 200 ft) | P&Z Meeting | City Council Meeting |
|--------------|-----------------------------|------------------------------|------------------------------------|--------------------------------------|-------------------|----------------------|
| 7/8/2015 | 7/17/2015 | 7/24/2015 | 8/12/2015 | 8/21/2015 | 9/1/2015 | 9/22/2015 |
| 7/22/2015 | 7/31/2015 | 8/7/2015 | 8/26/2015 | 9/4/2015 | 9/15/2015 | 10/13/2015 |
| 8/5/2015 | 8/14/2015 | 8/21/2015 | 9/16/2015 | 9/25/2015 | 10/6/2015 | 10/27/2015 |
| 8/19/2015 | 8/28/2015 | 9/4/2015 | 9/30/2015 | 10/9/2015 | 10/20/2015 | 11/10/2015 |
| 9/2/2015 | 9/11/2015 | 9/18/2015 | 10/14/2015 | 10/23/2015 | 11/3/2015 | 11/10/2015 |
| 9/16/2015 | 9/25/2015 | 10/2/2015 | 10/28/2015 | 11/6/2015 | 11/17/2015 | 12/8/2015 |
| 10/7/2015 | 10/16/2015 | 10/23/2015 | 11/11/2015 | 11/20/2015 | 12/1/2015 | 12/8/2015 |
| 10/21/2015 | 10/30/2015 | 11/6/2015 | 11/25/2015 | 12/4/2015 | 12/15/2015 | 1/12/2016 |
| 11/4/2015 | 11/13/2015 | 11/20/2015 | 12/16/2015 | 12/25/2015 | 1/5/2016 | 1/26/2016 |
| 11/18/2015 | 11/27/2015 | 12/4/2015 | 12/30/2015 | 1/8/2016 | 1/19/2016 | 2/9/2016 |
| 12/2/2015 | 12/11/2015 | 12/18/2015 | 1/13/2016 | 1/22/2016 | 2/2/2016 | 2/23/2016 |
| 12/16/2015 | 12/25/2015 | 1/1/2016 | 1/27/2016 | 2/5/2016 | 2/16/2016 | 3/8/2016 |
| 1/6/2016 | 1/15/2016 | 1/22/2016 | 2/10/2016 | 2/19/2016 | 3/1/2016 | 3/22/2016 |
| 1/20/2016 | 1/29/2016 | 2/5/2016 | 2/24/2016 | 3/4/2016 | 3/15/2016 | 4/12/2016 |
| 2/3/2016 | 2/12/2016 | 2/19/2016 | 3/16/2016 | 3/25/2016 | 4/5/2016 | 4/26/2016 |
| 2/17/2016 | 2/26/2016 | 3/4/2016 | 3/30/2016 | 4/8/2016 | 4/19/2016 | 5/10/2016 |
| 3/2/2016 | 3/11/2016 | 3/18/2016 | 4/13/2016 | 4/22/2016 | 5/3/2016 | 5/24/2016 |
| 3/16/2016 | 3/25/2016 | 4/1/2016 | 4/27/2016 | 5/6/2016 | 5/17/2016 | 6/14/2016 |
| 4/6/2016 | 4/15/2016 | 4/22/2016 | 5/18/2016 | 5/27/2016 | 6/7/2016 | 6/28/2016 |
| 4/20/2016 | 4/29/2016 | 5/6/2016 | 6/1/2016 | 6/10/2016 | 6/21/2016 | 7/12/2016 |
| 5/4/2016 | 5/13/2016 | 5/20/2016 | 6/15/2016 | 6/24/2016 | 7/5/2016 | 7/26/2016 |
| 5/18/2016 | 5/27/2016 | 6/3/2016 | 6/29/2016 | 7/8/2016 | 7/19/2016 | 8/9/2016 |
| 6/8/2016 | 6/17/2016 | 6/24/2016 | 7/13/2016 | 7/22/2016 | 8/2/2016 | 8/23/2016 |
| 6/22/2016 | 7/1/2016 | 7/8/2016 | 7/27/2016 | 8/5/2016 | 8/16/2016 | 9/13/2016 |
| 7/6/2016 | 7/15/2016 | 7/22/2016 | 8/17/2016 | 8/26/2016 | 9/6/2016 | 9/27/2016 |
| 7/20/2016 | 7/29/2016 | 8/5/2016 | 8/31/2016 | 9/9/2016 | 9/20/2016 | 10/11/2016 |
| 8/3/2016 | 8/12/2016 | 8/19/2016 | 9/14/2016 | 9/23/2016 | 10/4/2016 | 10/25/2016 |
| 8/17/2016 | 8/26/2016 | 9/2/2016 | 9/28/2016 | 10/7/2016 | 10/18/2016 | 11/8/2016 |
| 9/7/2016 | 9/16/2016 | 9/23/2016 | 10/12/2016 | 10/21/2016 | 11/1/2016 | 11/8/2016 |
| 9/21/2016 | 9/30/2016 | 10/7/2016 | 10/26/2016 | 11/4/2016 | 11/15/2016 | 12/13/2016 |
| 10/5/2016 | 10/14/2016 | 10/21/2016 | 11/16/2016 | 11/25/2016 | 12/6/2016 | 12/13/2016 |
| 10/19/2016 | 10/28/2016 | 11/4/2016 | 11/30/2016 | 12/9/2016 | 12/20/2016 | 1/10/2017 |
| 11/2/2016 | 11/11/2016 | 11/18/2016 | 12/14/2016 | 12/23/2016 | 1/3/2017 | 1/24/2017 |
| 11/16/2016 | 11/25/2016 | 12/2/2016 | 12/28/2016 | 1/6/2017 | 1/17/2017 | 2/14/2017 |
| 12/7/2016 | 12/16/2016 | 12/23/2016 | 1/18/2017 | 1/27/2017 | 2/7/2017 | 2/28/2017 |
| 12/21/2016 | 12/30/2016 | 1/6/2017 | 2/1/2017 | 2/10/2017 | 2/21/2017 | 3/14/2017 |

Note: **Bold** dates indicate meetings and deadlines that may be affected by Holidays. Some dates are subject to change.

The Development Issue Review Team (DIRT) meets every Thursday at 9:00am. Although not required, it is recommended that a pre-submittal meeting be scheduled for cases requiring a Public Hearing.

** Article 8, Section 8.1.A of the Zoning Ordinance requires completed applications for rezonings be submitted at least eight weeks prior to the first scheduled hearing date. Fees are due at the time of the submittal.

Local Government code Section 212.015 requires a public hearing to be held on property being subdivided that was used for residential purposes anytime during the previous five (5) years.

2015 - 2016 (No Public Hearing)
Plat and Site Plans Schedule

| Submittal | Staff Comments are returned | Revisions DueNo Public Hearing Required | P&Z Meeting | City Council Meeting |
|------------|-----------------------------|---|-------------|----------------------|
| 7/22/2015 | 7/31/2015 | 8/7/2015 | 8/18/2015 | 9/8/2015 |
| 8/5/2015 | 8/14/2015 | 8/21/2015 | 9/1/2015 | 9/22/2015 |
| 8/19/2015 | 8/28/2015 | 9/4/2015 | 9/15/2015 | 10/13/2015 |
| 9/9/2015 | 9/18/2015 | 9/25/2015 | 10/6/2015 | 10/27/2015 |
| 9/23/2015 | 10/2/2015 | 10/9/2015 | 10/20/2015 | 11/10/2015 |
| 10/7/2015 | 10/16/2015 | 10/23/2015 | 11/3/2015 | 11/10/2015 |
| 10/21/2015 | 10/30/2015 | 11/6/2015 | 11/17/2015 | 12/8/2015 |
| 11/4/2015 | 11/13/2015 | 11/20/2015 | 12/1/2015 | 12/8/2015 |
| 11/18/2015 | 11/27/2015 | 12/4/2015 | 12/15/2015 | 1/12/2016 |
| 12/9/2015 | 12/18/2015 | 12/25/2015 | 1/5/2016 | 1/26/2016 |
| 12/23/2015 | 1/1/2016 | 1/8/2016 | 1/19/2016 | 2/9/2016 |
| 1/6/2016 | 1/15/2016 | 1/22/2016 | 2/2/2016 | 2/23/2016 |
| 1/20/2016 | 1/29/2016 | 2/5/2016 | 2/16/2016 | 3/8/2016 |
| 2/3/2016 | 2/12/2016 | 2/19/2016 | 3/1/2016 | 3/22/2016 |
| 2/17/2016 | 2/26/2016 | 3/4/2016 | 3/15/2016 | 4/12/2016 |
| 3/9/2016 | 3/18/2016 | 3/25/2016 | 4/5/2016 | 4/26/2016 |
| 3/23/2016 | 4/1/2016 | 4/8/2016 | 4/19/2016 | 5/10/2016 |
| 4/6/2016 | 4/15/2016 | 4/22/2016 | 5/3/2016 | 5/24/2016 |
| 4/20/2016 | 4/29/2016 | 5/6/2016 | 5/17/2016 | 6/14/2016 |
| 5/11/2016 | 5/20/2016 | 5/27/2016 | 6/7/2016 | 6/28/2016 |
| 5/25/2016 | 6/3/2016 | 6/10/2016 | 6/21/2016 | 7/12/2016 |
| 6/8/2016 | 6/17/2016 | 6/24/2016 | 7/5/2016 | 7/26/2016 |
| 6/22/2016 | 7/1/2016 | 7/8/2016 | 7/19/2016 | 8/9/2016 |
| 7/6/2016 | 7/15/2016 | 7/22/2016 | 8/2/2016 | 8/23/2016 |
| 7/20/2016 | 7/29/2016 | 8/5/2016 | 8/16/2016 | 9/13/2016 |
| 8/10/2016 | 8/19/2016 | 8/26/2016 | 9/6/2016 | 9/27/2016 |
| 8/24/2016 | 9/2/2016 | 9/9/2016 | 9/20/2016 | 10/11/2016 |
| 9/7/2016 | 9/16/2016 | 9/23/2016 | 10/4/2016 | 10/25/2016 |
| 9/21/2016 | 9/30/2016 | 10/7/2016 | 10/18/2016 | 11/8/2016 |
| 10/5/2016 | 10/14/2016 | 10/21/2016 | 11/1/2016 | 11/8/2016 |
| 10/19/2016 | 10/28/2016 | 11/4/2016 | 11/15/2016 | 12/13/2016 |
| 11/9/2016 | 11/18/2016 | 11/25/2016 | 12/6/2016 | 12/13/2016 |
| 11/23/2016 | 12/2/2016 | 12/9/2016 | 12/20/2016 | 1/10/2017 |
| 12/7/2016 | 12/16/2016 | 12/23/2016 | 1/3/2017 | 1/24/2017 |
| 12/21/2016 | 12/30/2016 | 1/6/2017 | 1/17/2017 | 2/24/2017 |
| 1/11/2017 | 1/20/2017 | 1/27/2017 | 2/7/2017 | 2/28/2017 |
| 1/25/2017 | 2/3/2017 | 2/10/2017 | 2/21/2017 | 3/14/2017 |

Note: **Bold** dates indicate meetings and deadlines that may be affected by Holidays.

The State mandated 30 day approval period for plats begins when a completed application is received.

Local Government Code Section 212.015 requires a public hearing to be held on property being subdivided that was used for residential purposes anytime during the previous five years.

All plats except minor plats require approval by the City Council, whereas, Site Plans are approved by the Planning and Zoning Commission only.