

2022 SUBMITTAL SCHEDULE

Pre-Submittal/ DRC Deadline	Staff DRC Meeting	Review Comments	Formal Submittal Deadline	Planning & Zoning Meeting	City Council Meeting
09/27/21	10/06/21	10/08/21	10/18/21	11/04/21	11/16/21
10/11/21	10/20/21	10/22/21	11/01/21	11/18/21	12/07/21
*	*	*	*	*	*
*	*	*	*	*	01/04/22
11/29/21	12/08/21	12/10/21	12/20/21	01/06/22	01/18/22
12/13/21	12/22/21	12/28/21	01/03/22	01/20/22	02/01/22
12/27/21	01/05/22	01/07/22	01/17/22	02/03/22	02/15/22
01/10/22	01/19/22	01/21/22	01/31/22	02/17/22	03/01/22
*	*	*	*	*	*
*	*	*	*	*	04/05/22
02/28/22	03/09/22	03/11/22	03/21/22	04/07/22	04/19/22
03/14/22	03/23/22	03/25/22	04/04/22	04/21/22	05/03/22
03/28/22	04/06/22	04/08/22	04/18/22	05/05/22	05/17/22
04/11/22	04/20/22	04/22/22	05/02/22	05/19/22	06/07/22
05/02/22	05/11/22	05/13/22	05/23/22	06/09/22	06/21/22
*	*	*	*	*	*
*	*	*	*	*	*
*	*	*	*	*	08/02/22
06/27/22	07/06/22	07/08/22	07/18/22	08/04/22	08/16/22
07/11/22	07/20/22	07/22/22	08/01/22	08/18/22	09/06/22
08/01/22	08/10/22	08/12/22	08/22/22	09/08/22	09/20/22
08/15/22	08/24/22	08/26/22	09/06/22	09/22/22	10/04/22
08/29/22	09/07/22	09/09/22	09/19/22	10/06/22	10/18/22
09/12/22	09/21/22	09/23/22	10/03/22	10/20/22	11/01/22
09/26/22	10/05/22	10/07/22	10/17/22	11/03/22	11/15/22
10/10/22	10/19/22	10/21/22	10/31/22	11/17/22	12/06/22
*	*	*	*	*	*
*	*	*	*	*	01/03/23
11/28/22	12/07/22	12/09/22	12/19/22	01/05/23	01/17/23
12/12/22	12/21/22	12/27/22	01/02/23	01/19/23	02/07/23
01/02/23	01/11/23	01/13/23	01/23/23	02/09/23	02/21/23
01/16/23	01/25/23	01/27/23	02/06/23	02/23/23	03/07/23
01/30/23	02/08/23	02/10/23	02/20/23	03/09/23	03/21/23

* Due to a conflict with Holiday or vacation schedules, all meeting and associated submittal dates have been deleted;

Applications will not be accepted for the formal submittal and public hearing processes until the review letter for the case is in compliance with city ordinances and codes and any variance/waiver requests have been documented in writing and fully justified. Please note that for cases not receiving a clean review letter, the public hearing dates will be later than those directly in line with the pre-submittal deadline.

ALL SUBMITTALS ARE DUE BY EMAIL TO THE PLANNING DEPARTMENT BY 5:00 PM

1) SPIN (Southlake Program for the Involvement of Neighborhoods) is an informal, voluntary forum available for applicants to communicate with the residents surrounding the property where they are proposing activity. **Taking advantage of the SPIN process is strongly recommended by P&Z and City Council.** Please call 817-748-8070 or go to www.SouthlakeSPIN.org for more information.

2) Although a complete pre-submittal is received by the deadline, the case may be moved to a later DRC meeting in accordance with the current case management and submittal policies. Pre-submittals may be required to appear before the Park Board to discuss park dedication issues. For further details, please contact the Community Services Department at 817-748-8184.

3) If the pre-submittal needs revisions per DRC, resubmittals must be made in accordance with the pre-submittal/DRC submittal dates. If review is clean, in accordance with current submittal policies, a formal submittal may be made on the next date in the Formal Submittal column.

4) All variance requests must be addressed in writing and submitted with the formal submittal. Although a complete formal submittal is received by the deadline, the case may be moved to a later meeting date. Development cases will be placed on the appropriate Planning & Zoning Commission and City Council agendas in accordance with the limitations of Resolution No. 97-22.

5) If no revisions are needed per the Planning & Zoning Commission, the case will be placed on the City Council agenda in accordance with the column for City Council meetings. If revisions are needed, resubmittals may be required in accordance with the submittal dates in the Pre-submittal column. Although a complete resubmittal is received by the deadline, the case may be moved to a later DRC meeting date in accordance with the current submittal policies.

6) Rezoning requests require two City Council approvals.

Each request being considered by the Planning & Zoning Commission and City Council must be represented by the Applicant, Owner or other designee. P&Z and City Council meetings will be held in the Council Chambers, City of Southlake Town Hall, 1400 Main Street. P&Z work session begins at 5:30p.m. with the regular meeting beginning at 6:30 p.m., and the City Council work session begins at 5:30 p.m. with the regular meeting beginning at 6:30 p.m.. All of the above are typical, unless otherwise posted.