



## PLANNING & ZONING COMMISSION

### 2019 DEVELOPMENT APPLICATION PROCESSING CALENDAR

APPLICANT SUBMITTAL	STAFF REVIEW	PLAT REVISIONS RETURN	PLAN REVISIONS RETURN	NEWSPAPER DEADLINE	SET MEETING AGENDA	PLANNING & ZONING MEETING	CITY COUNCIL MEETING
<b>DEADLINE</b>	<b>PLAT &amp; PLAN MEETING</b>	<b>DEADLINE</b>	<b>DEADLINE</b>	<b>STAFF DEADLINE</b>	<b>STAFF DEADLINE</b>	<b>HEARING</b>	<b>HEARING</b>
<b>Friday, 5:00 pm</b>	<b>Tuesday, 10:00 am</b>	<b>Monday, 5:00 pm</b>	<b>Wednesday, 10:00 am</b>	<b>Thursday, 200' Radius Notice</b>	<b>Wednesday, NOON</b>	<b>Monday, 6:00 pm</b>	<b>Tuesday, 6:00 pm</b>
Dec 28	*Wed. Jan 2	Jan 14	Jan 16	Jan 17	Jan 23	Jan 28	Feb 19
Jan 25	Jan 29	Feb 11	Feb 13	Feb 14	Feb 20	Feb 25	Mar 19
Feb 22	Feb 26	Mar 11	Mar 13	Mar 14	Mar 20	Mar 25	Apr 16
Mar 22	Mar 26	April 8	Apr 9	Apr 11	Apr 17	Apr 22	May 21
Apr 26	Apr 30	May 13	May 14	May 16	May 22	May 28	Jun 18
May 24	May 28	Jun 10	Jun 11	Jun 13	Jun 19	Jun 24	Jul 16
Jun 21	Jun 25	Jul 8	Jul 9	Jul 11	Jul 17	Jul 22	Aug 20
Jul 26	Jul 30	Aug 12	Aug 13	Aug 15	Aug 21	Aug 26	Sep 17
Aug 23	Aug 27	Sep 9	Sep 10	Sep 12	Sep 18	Sep 23	Oct 15
Sep 27	Oct 1	Oct 14	Oct 15	Oct 17	Oct 23	Oct 28	Nov 19
Oct 25	Oct 29	Nov 9	Nov 13	Nov 14	Nov 20	Nov 25	Dec 17
Nov 22	Nov 26	Dec 14	Dec 18	Dec 12	Dec 18	Dec 23	Jan 14

A pre-development meeting with staff is recommended and may be necessary prior to initial application consideration. Calendar dates and times are based on application materials being accepted for continuous processing up to the hearing date. It is important to follow the timeline throughout the planning process listed on the calendar. The City of Copperas Cove Code of Ordinances shall act as official rule regarding action time determinations and decisions.

**DEVELOPMENT APPLICATION ITEMS INCLUDE:**

Complete Development Application; Electronic Copy (PDF). DWG File for Plats; Hard Copies (when applicable); Property Deed/ Corporate Resolution (if needed); Plat Recording Guide & Original Field Notes; Site Plan (drawn to scale); Elevations; Fees. A Boundary Survey/Metes & Bounds Description is required for a Petition for Annexation per Sec. 43.028 of Texas Local Government Code.

**DELIVER TO CITY OF COPPERAS COVE**

**914 SOUTH MAIN STREET, SUITE G**

**(254) 542-8914**