

**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>	<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 FM = Fire Marshal GIS = GIS Tech PT = Planning Tech P1 = Planner P&Z = Planning & Zoning Comm.	*Application turn in date  *Tentative P&Z and CC meeting dates scheduled	*PT enters all applications into tracking system	
<u>Week 2</u>	*PT create templates for PONs and newspaper publishing *PT creates PZ agenda draft *PT start staff reports *P1 conducts completeness check				*FM and CE completeness checks due *P1 begins writing completeness emails
<u>Week 3</u> Staff Review Week	*PT send P1 & DP templates *Completeness check meeting with P1 & DP (CE, if necessary) *P1 finalizes completeness check emails, schedule delivery for following morning at 10:00 A.M.	*Completeness check emails delivery scheduled for 10:00 A.M. *Deadline for CM to send completeness check results to applicant	*PT save staff reports to case file *P1 begins writing comments document and email	*P1 & DP send approved templates back to PT *P1 finalize comments email and schedule delivery for following morning at 10:00 A.M.	*GIS create PON map and labels *CM send comments to applicant (applicant must schedule DRC or inform CM of response) *Comments email delivery scheduled for 10:00 A.M.
<u>Week 4</u>	*PT prepare PONs for mailing *PT send request for newspaper publishing to WDL		*Afternoon DRC meeting for comment review ( <b>REQUIRED</b> step for zoning cases & PPs) *Alternate option to inform CM of intent to address comments	*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&Z agenda	*PT mail PONs *Newspaper publishings in WDL *GIS send location, zoning, and FLUP maps to CM for review *GIS post zoning signs and take site photos
<u>Week 5</u>	*P1 conducts site visits	*P1 finalize location, zoning and FLUP maps	*P1 begin writing PZ staff reports		*Comment response letter and revisions due from applicant, per Week 4 DRC meeting
<u>Week 6</u>	*GIS add site photos and final location, zoning, and FLUP maps to presentations	*P1 finalize PZ staff reports	*P1 begins compiling PZ agenda *PT send PZ agenda draft out for final approval	*DP review staff reports with ACM *PT send PZ agenda to CSO by noon *P1 sends PZ agenda to CSO by noon	*CSO to send P&Z agenda packet to PT *PT send applicant link to agenda
<u>Week 7</u>	*GIS starts P&Z Planning Presentation *P1 edits P&Z presentation as necessary	Planning & Zoning Meeting 7:00 P.M.	*P1 writes CC staff reports *DP completes Ordinances	*P1 send email to CSO by noon notifying the CC items are completed	*CSO to send CC agenda packet to PT *PT send applicant link to agenda *GIS starts CC Planning Presentation
<u>Week 8</u>	City Council Meeting 7:00 P.M.				