



DIRECTOR APPROVAL REQUEST 2023 FILING AND DETERMINATION SCHEDULE

Pre-Screening Phase (reviewed within 3 business days)

- City staff reviews the application to ensure it is a complete application.
- If application is deemed complete, staff will inform applicant on next steps.
- If application is incomplete, staff will provide comments on any pending items and direct applicant to resubmit on or before next filing deadline.

Application Phase (reviewed within 30 business days)

- City staff accepts a complete application package.
- Public notice is mailed to the applicant, property owners within 500-feet of subject property and Planning Commissioners, allowing a 10-day comment period.
- Staff reviews proposed request/concept and provides a recommendation including conditions of approval.
- Notice of Action notifying applicant of Director's determination will be mailed and emailed.
- Appeal period for Director Approval Request begins on the date of the "Notice of Action".

Application Deadline	Director Determination
1/3/23	1/31/23
1/16/23	2/14/23
1/30/23	2/28/23
2/13/23	3/14/23
2/27/23	3/28/23
3/13/23	4/11/23
3/27/23	4/25/23
4/10/23	5/9/23
4/24/23	5/23/23
5/8/23	6/6/23
5/22/23	6/20/23
6/5/23	7/4/23
6/19/23	7/18/23
7/3/23	8/1/23
7/17/23	8/15/23
7/31/23	8/29/23
8/14/23	9/12/23
8/28/23	9/26/23
9/11/23	10/10/23
9/25/23	10/24/23
10/9/23	11/7/23
10/23/23	11/21/23
11/6/23	12/5/23
11/20/23	12/19/23
12/4/23	1/2/24
12/18/23	1/16/24

NOTE: Action on your project is determined by the submittal of a COMPLETE application package during pre-screening phase.