



Development Application Submittal Guidelines

Planning and Development Department

PRE-APPLICATION

Upon completion of a pre-application conference with town staff, applications are due no later than **12:00pm** on the application submittal deadline. All required fees, forms and supporting documents are due at the time of application submittal. Incomplete applications and/or application submitted without a prior pre-application conference will not be accepted.

APPLICATION SUBMITTAL POLICY

Any development related application, including any revisions responsive to staff comments, shall NOT be accepted at the front counter. Applications and revisions will only be accepted through a **pre-scheduled** appointment with a pertinent member of Town development review staff. The purpose of the appointment requirement is to ensure all required items are included and/or addressed prior to acceptance by the Town.

An application missing any submittal requirements, as noted on the application checklist, will be considered incomplete and will not be processed. All submittals must adhere to the guidelines found below and complete the appropriate application checklist.

Complete submittals must include:

- one (1) electronic copy of all required files; and
 - one (1) hard copy of all required files
-

File Formatting

Electronic files must be in the following formats:

- PDF format
 - Applications and reports – formatted to 8.5"x11" size
 - Plans – formatted to 24"x36"

Hard copies must be printed as follows:

- Applications and reports – 8.5"x11" size
- Plans – printed to scale at (unless otherwise noted elsewhere)
 - 1 copy of 24"x36"; and
 - 1 copy of 18"x24" sizes



Development Application Submittal Guidelines

Planning and Development Department

File Naming

The application materials should generally adhere to the naming conventions of the required files, as shown in the applicable application checklist. Example of file naming include:

- **Application Packet (mm-dd-yyyy)**
- **Project Description (mm-dd-yyyy)**
- **Project Plan (mm-dd-yyyy)**
- **Geotech Report (mm-dd-yyyy)**

File Transmission/Submittal

Complete applications and resubmittals must be submitted to the Town by the following methods:

Electronic Files

- Flash drive at time of submittal in person; or
- Emailing plans or links to an ftp site or drobox project folder to: planning@westlake-tx.org
 - Please state in your email how you will be making your payment
 - If electronic files are being sent to planning@westlake-tx.org they must be received before the required application submittal appointment

Hard Copies

- All hard copies must be submitted in person at the time of the application appointment

Notes:

- The application fee must be received for an application to be deemed complete and accepted.
- Once an application or submittal is deemed completed and accepted, staff will begin the review process



Development Application Submittal Guidelines

Planning and Development Department

Resubmittals

If revisions are required, the applicant will be emailed the comments through a formal DRC memo by the Planning Department.

Resubmittals must contain the entire plan set that was revised (no cut sheets). Partial submittals will not be accepted.

An applicant response document, responding to all staff comments, is required as part of all resubmittals. Please name the file: **Comment Response Letter (mm-dd-yyyy)**

Revisions/resubmittals will only be accepted through a **pre-scheduled** appointment with a pertinent member of Town development review staff and are due no later than the **12:00pm** on the resubmittal deadline.

APPLICATION FILING POLICY

All applications shall not be considered filed, and administratively complete, until town staff, including the Development Review Committee (DRC), determines that the application meets all requirements of applicable town regulations and/or all DRC comments have been addressed. Applications will not be scheduled for consideration by the Planning and Zoning Commission and the Town Council until all comments have been addressed and required items submitted. Therefore, meeting consideration dates on the [Development Review Calendar](#) are merely shown as guidelines and are subject to change for any given application pending the filing date and determination of administrative completeness by town staff for said application.