



Town of Westlake

PLANNING & ZONING Submittal Schedule Year 2008

Pre Submittal Deadline	Dept. Review Comments Due	Comments Returned to Applicant	DRC* Meeting (as necessary)	Formal Submittal Deadline	Final Submittal Deadline	Planning & Zoning Commission	Board of Aldermen
MON	WED	MON	WED	MON	WED	THU	MON
26-Nov-2007	5-Dec-2007	10-Dec-2007	12-Dec-2007	17-Dec-2007	**19-Dec-2007	**20-Dec-2007	14-Jan-2008
**24-Dec-2007	2-Jan-2008	7-Jan-2008	9-Jan-2008	14-Jan-2008	16-Jan-2008	24-Jan-2008	11-Feb-2008
21-Jan-2008	30-Jan-2008	4-Feb-2008	6-Feb-2008	11-Feb-2008	13-Feb-2008	28-Feb-2008	10-Mar-2008
25-Feb-2008	5-Mar-2008	10-Mar-2008	12-Mar-2008	17-Mar-2008	19-Mar-2008	27-Mar-2008	14-Apr-2008
24-Mar-2008	2-Apr-2008	7-Apr-2008	9-Apr-2008	14-Apr-2008	16-Apr-2008	24-Apr-2008	12-May-2008
21-Apr-2008	30-Apr-2008	5-May-2008	7-May-2008	12-May-2008	14-May-2008	22-May-2008	9-Jun-2008
26-May-2008	4-Jun-2008	9-Jun-2008	11-Jun-2008	16-Jun-2008	18-Jun-2008	26-Jun-2008	14-Jul-2008
23-Jun-2008	2-Jul-2008	7-Jul-2008	9-Jul-2008	14-Jul-2008	16-Jul-2008	24-Jul-2008	11-Aug-2008
21-Jul-2008	30-Jul-2008	4-Aug-2008	6-Aug-2008	11-Aug-2008	13-Aug-2008	28-Aug-2008	8-Sep-2008
25-Aug-2008	3-Sep-2008	8-Sep-2008	10-Sep-2008	15-Sep-2008	17-Sep-2008	25-Sep-2008	**6-Oct-2008
22-Sep-2008	1-Oct-2008	6-Oct-2008	8-Oct-2008	13-Oct-2008	15-Oct-2008	23-Oct-2008	10-Nov-2008
20-Oct-2008	29-Oct-2008	3-Nov-2008	5-Nov-2008	10-Nov-2008	**12-Nov-2008	**20-Nov-2008	8-Dec-2008

- All submittals shall be made to the Town Hall; Administration
- Construction Plans are administratively reviewed (not requiring separate P&Z or Board approval) and shall be submitted on Wednesday. Review comments will be issued three (3) weeks following the submittal. Subsequent review comments shall be issued one (1) week after the re-submittal.
- Variance request schedules shall be determined on a case specific basis. Any variance request shall be submitted a minimum of 30 days prior to the ZBA meeting (same date as Board of Aldermen meeting).
- Dig/excavation permit requests shall be submitted on Wednesday and review comments shall be issued one (1) week following the submittal. Subsequent review comments shall also be issued on week after the re-submittal.
- A letter of transmittal shall accompany any submittal.

* DRC = Development Review Committee

** Date(s) may need to be adjusted due to ho