

**TOWN OF WESTLAKE**  
**PLANNING AND DEVELOPMENT DEPARTMENT**

1500 Solana Blvd.  
Building 7, Suite 7200  
Westlake, TX 76262  
[www.westlaketx.gov](http://www.westlaketx.gov)  
817-430-0941

*This calendar is applicable to all development related requests that require the review of Town staff and the Town Development Review Committee (DRC) including all requests that require final approval by the Planning and Zoning Commission and/or the Town Council.*



## DEVELOPMENT REVIEW COMMITTEE CALENDAR - 2025

Pre-Development DRC Request Deadline	Development Review Committee (DRC) Date
10/21/2024	11/6/2024
11/4/2024	11/20/2024
11/18/2024	12/4/2024
12/2/2024	12/18/2024
12/30/2024	1/15/2025
1/13/2025	1/29/2025
1/27/2025	2/12/2025
2/10/2025	2/26/2025
2/14/2025	3/5/2025
3/3/2025	3/19/2025
3/17/2025	4/2/2025
3/31/2025	4/16/2025
4/14/2025	4/30/2025
4/28/2025	5/14/2025
5/12/2025	5/28/2025
5/23/2025	6/11/2025
6/9/2025	6/25/2025
6/23/2025	7/9/2025
7/7/2025	7/23/2025
7/28/2025	8/13/2025
8/11/2025	8/27/2025
8/25/2025	9/10/2025
9/8/2025	9/24/2025

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## FORMAL DEVELOPMENT MEETING CALENDAR - 2025

Formal Submittal Deadline	Final Submittal Deadline	Planning and Zoning Commission Meeting	Town Council Meeting
10/21/2024	12/13/2024	1/7/2025	1/21/2025
11/4/2024	12/13/2024	1/7/2025	1/21/2025
11/18/2024	1/10/2025	2/4/2025	2/18/2025
12/2/2024	1/10/2025	2/4/2025	2/18/2025
12/30/2024	2/14/2025	3/11/2025	3/24/2025
1/13/2025	2/14/2025	3/11/2025	3/24/2025
1/27/2025	3/14/2025	4/8/2025	4/21/2025
2/10/2025	3/14/2025	4/8/2025	4/21/2025
<b>2/14/2025</b>	4/11/2025	5/6/2025	5/19/2025
3/3/2025	4/11/2025	5/6/2025	5/19/2025
3/17/2025	5/9/2025	6/3/2025	6/16/2025
3/31/2025	5/9/2025	6/3/2025	6/16/2025
4/14/2025	6/6/2025	7/1/2025	7/14/2025
4/28/2025	6/6/2025	7/1/2025	7/14/2025
5/12/2025	7/11/2025	8/5/2025	8/18/2025
<b>5/23/2025</b>	7/11/2025	8/5/2025	8/18/2025
6/9/2025	7/11/2025	8/5/2025	8/18/2025
6/23/2025	8/8/2025	<b>9/3/2025</b>	9/15/2025
7/7/2025	8/8/2025	<b>9/3/2025</b>	9/15/2025
<b>7/28/2025</b>	<b>9/12/2025</b>	<b>10/7/2025</b>	<b>TBD</b>
<b>8/11/2025</b>	<b>9/12/2025</b>	<b>10/7/2025</b>	<b>TBD</b>
<b>8/25/2025</b>	<b>10/10/2025</b>	<b>11/4/2025</b>	<b>TBD</b>
<b>9/8/2025</b>	<b>10/10/2025</b>	<b>11/4/2025</b>	<b>TBD</b>

# DEVELOPMENT REQUEST PROCEDURES

- (1) A pre-development meeting with Town's Development Review Committee (DRC) must occur before a formal submittal of an application. An applicant must request to be on a scheduled DRC date by the pre-submittal deadline listed on the submittal calendar. Requests for DRC dates can be submitted by filling out the "[DRC Meeting Request Form](#)" on the Town's website. The applicant must come prepared with a presentation exhibits to show the Town's DRC. The objective of these meetings is to provide general feedback to the applicant before a formal submittal by the applicant. The pre-development meeting is not a development or permit application;
- (2) The DRC meets twice a month on Wednesday mornings, with time slots at 10 am and 11 am. Meetings are scheduled on a first-come, first-serve basis;
- (3) All formally submitted applications, including, but not limited to **Zoning Changes, Concept Plans, Development Plans, Site Plans, Specific Use Permits, Plats\***, and **Variances** are due **ON** the submittal day and no later than **12:00 p.m.** on the formal application submittal deadlines noted on the submittal calendar. All required fees, forms and supporting documents are due at the time of the **Formal Submittal Deadline** for formal application submittals as well. Incomplete applications will not be accepted or reviewed;  
  
*\* **Platting applications** shall not be considered administratively complete until the Town's DRC determines that the application meets all requirements of applicable Town Ordinances.*
- (4) If a submittal needs revisions per the Town's DRC, resubmittals must be made in accordance with the **Formal Submittal Deadline** dates. If Town's DRC has deemed an application complete and there are no more revisions to be made, a final submittal may be made on the next date in the **Final Submittal Deadline** column upon clearance from the Planning and Development Department. The final submittal deadline for an application is exactly one week before the public notice deadline.
- (5) The public notice for an application will not be sent and advertised until the application meets the completeness requirements described herein. Applications that do not meet these requirements as of the corresponding public notice deadline will repeat the development review process for the following DRC submittal dates until the application is complete as described and all required revisions are received.
- (6) Dates in ***Bold-Italicized Red Text*** are tentative and are subject to change.
- (7) Dates in **Bold Text** are non-standard dates that are adjusted to accommodate submittals due to holidays.
- (8) All meeting dates are subject to change due to holiday schedules or other circumstances.

Planning and Zoning Commission and Town Council agendas are posted a minimum of 72 hours prior to the meeting. Meeting agendas, packets, development fees and submittal requirements are available to view and download at [www.westlaketx.gov](http://www.westlaketx.gov).

***Please direct any questions to the Department of Planning and Development:***

***Email: [planning@westlaketx.gov](mailto:planning@westlaketx.gov)***