

**Town of Westlake  
Planning and Development Department**

1500 Solana Blvd., Building 7, Suite 7200  
Westlake, TX 76262

*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. Building permit applications are typically exempt from this policy unless deemed otherwise by the Director in writing.*



**Development Review Calendar - 2024**

<b>*Complete Application Deadline for next DRC Meeting</b>	<b>Development Review Committee (DRC) Date</b>	<b>Final DRC Resubmittal Deadline</b>	<b>**Public Notice Deadline</b>	<b>Planning &amp; Zoning Commission Meeting</b>	<b>Town Council Meeting</b>
12/5/2023	12/12/2023	12/29/2023	1/2/2024	1/16/2024	1/22/2024
1/2/2024	1/9/2024	1/26/2024	1/30/2024	2/13/2024	2/26/2024
1/23/2024	1/30/2024	2/16/2024	2/20/2024	3/5/2024	3/18/2024
2/26/2024	3/4/2024	3/22/2024	3/26/2024	4/9/2024	4/22/2024
3/26/2024	4/2/2024	4/19/2024	4/23/2024	5/7/2024	5/20/2024
4/23/2024	4/30/2024	5/17/2024	5/21/2024	6/4/2024	6/17/2024
<b>No Meetings held in July 2024</b>					
7/2/2024	7/9/2024	7/26/2024	7/30/2024	8/13/2024	9/30/2024
7/30/2024	8/6/2024	8/23/2024	8/27/2024	9/10/2024	9/30/2024
8/27/2024	9/3/2024	9/20/2024	9/24/2024	10/8/2024	TBD
9/24/2024	10/1/2024	10/18/2024	10/22/2024	11/5/2024	TBD
10/22/2024	10/29/2024	11/15/2024	11/19/2024	12/3/2024	TBD
11/26/2024	12/3/2024	12/20/2024	12/24/2024	1/7/2025	TBD

**\* Only upon completion of a pre-scheduled application conference with Town staff.** All required fees, forms and supporting documents are due at the time of application submittal. Incomplete applications and/or applications submitted without a prior pre-scheduled application conference will not be accepted. Once accepted, a DRC date will be assigned to the application by Town staff per this schedule.

\*\* The public notice for an application will not be sent and advertised until the application meets the completeness requirements described below. Applications that do not meet these requirements as of the corresponding public notice deadline date shown in this schedule will repeat the development review process for the following month(s) until the application is complete as described below and all required revisions are received.

**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. THEREFORE, ALL DATES AND TIMELINES SHOWN ABOVE 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.**

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.westlake-tx.org](http://www.westlake-tx.org).

**Please direct any questions to Planning and Development staff as follows: Phone: (817)490-5742 Email: [nford@westlake-tx.org](mailto:nford@westlake-tx.org)**