

## CITY OF LUCAS

### Development Process, Submittal Guidelines and Timeline

- Applicants are **required** to schedule a **pre-application Design Review meeting** to discuss the development review/approval process and proposed plans with city staff. Meetings are typically held in the City Hall conference room, 151 Country Club Road.
- **Submittals include the following:** application form/s, application fee/s, check list/s, and required plan/s per City codes and ordinances. Applications must be submitted to the Planning and Zoning Department, 151 Country Club Road, Lucas, Tx, 75002. Specific submittal requirements are outlined in the application.
- **All DRC comments must be addressed on resubmitted plans.** Resubmitted plans must include the original “mark-up” referencing numbered staff comments with a written response on company letterhead or by email to each numbered comment and 6 (six) 11” x 17” tri-folded and 2 (two) 22” x 34” folded copies of each corrected plan. Resubmittal deadlines are **5 pm on the Thursday** preceding the Design Review Committee meeting each Wednesday.
- Payment of all debts and obligations attributable to a specific property (liens, property taxes, etc.) must be current prior to hearings before the Planning and Zoning Commission and/or City Council.
- Upon submittal of a complete application package, a case manager will be assigned and the application will be scheduled for the next Development Review Committee (DRC) meeting.
- **Incomplete applications/submissions will not be accepted.** Application/s and check list/s must be filled out completely by the owner, applicant, and/or representative. Prior to acceptance, city staff will determine if a submittal includes the minimum required amount of information for a project to begin the formal review process.
- **Submission of plans on/for a specific submittal deadline does not automatically guarantee scheduling for a corresponding Planning and Zoning Commission meeting.**
- All plans submitted for approval must be determined by DRC staff as complete/correct at least 16 days prior to a P&Z Commission meeting in order to be scheduled for that specific meeting date.
- The P&Z Commission meets on the 2<sup>nd</sup> Thursday each month at 7 pm in the City Hall Annex, 185 Country Club Road, Lucas, Texas.
- **P&Z meetings are subject to cancellation at the discretion of the P&Z Commission.**