

CITY OF ESPAÑOLA *Planning & Land Use Calendar*

2019

Application Deadline:

City staff, by 5pm on this date, should be in receipt of the paid application; required and requested submittals, for the Case to be placed on the Agenda. Any late submittals will be allowed at the Director's discretion.

Development Review Team:

DRT meets to review the submittals and provide recommendations. Meeting date can change. If applicant(s) would like to attend, coordinating with their assigned planner is recommended.

Public Notification by Applicant:

The Planner/Planning Technician will provide the applicant with a list of property owners within 200' of the project site, a site map, notification letter template, instructions and a Public Notice sign. Letters must be sent certified, and the sign posted on the site, visible from the street. Failure to notify/post at least 15 days prior to the meeting date will postpone meeting date.

Public Notice by Staff:

Agenda: Items for Consideration will be published within a local newspaper circulation.

Re-Submittal Deadline:

Deadline for any necessary addendums and/or amendments to the plans and/or miscellaneous submittals, including those made at DRT. Any missing requirements by this date could result in postponement of your meeting.

Upload to Website:

A Hyperlinked Agenda will be available within the City website.

Commission Packets:

Packets are prepared and provided to the Planning Commission. Staff reports will be available upon request to the Planner.

Site Visits:

On the afternoon before the meeting date, staff will escort available Planning Commissioners to the site. It is not necessary for the applicant to be present, as ex parte communication is prohibited.

MEETING DATE:

6pm * - Monitors are available for presentation display.

HOLIDAY - City Offices Closed

JANUARY						
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FEBRUARY						
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DECEMBER						
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JANUARY						
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* All Planning Commission meetings are held at City Hall, 405 N. Paseo de Oñate, within the City Council Chambers, unless otherwise advertised. Please use the south entrance doors.

** Drafted Minutes are available 10 working days after a meeting. Upon request.

*** Letters outlining the outcome of the meeting will be mailed to the applicant within 10-12 working days after the meeting.