

DRC & Planning Board

CITY OF ALTAMONTE SPRINGS
2019 SUBMITTAL AND MEETING DATES FOR THE
DEVELOPMENT REVIEW COMMITTEE AND PLANNING BOARD

Highlighted rows = The schedule that Planning Board applications must follow

Planning Board Cycle	Applicant Submittal Deadlines		Internal Coordination Meetings		Applicant DRC Meeting	Resubmittal Deadline for Counter Review (for Planning Board)	Planning Board Meeting (If plan passes DRC Review)	Note #
	Planning Board Application Submittal Deadline	DRC Application Submittal Deadline (Non-Planning Board)	Thursday Internal Coordination Meeting	Monday Internal Coordination Meeting	Wednesday DRC Meeting with Applicants			
Type of Plan or Plat	First Monday of Month by 4:30 PM	1st & 3rd Thursdays of Month by 12:00 PM	For Level 2 Pre-Apps	For All Application Types	Meeting with applicants only for Preliminary, Final and Combo Site Plans, and Plats*	1 Week After DRC Mtg. by 12:00 PM	2nd Wednesday of Month at 6:30 PM	
Preliminary	December 3, 2018			December 17, 2018	December 19, 2018	December 26, 2018	January 16, 2019	1
Revision, Combo or Final		December 6, 2018	December 13, 2018	December 17, 2018	December 19, 2018			
Revision, Combo or Final		December 20, 2018	January 3, 2019	January 7, 2019	January 9, 2019			2
Revision, Combo or Final		January 3, 2019	January 10, 2019	January 14, 2019	January 16, 2019			
Preliminary	January 7, 2019			January 18, 2019	January 23, 2019	January 30, 2019	February 13, 2019	2
Revision, Combo or Final		January 17, 2019	January 31, 2019	February 4, 2019	February 6, 2019			3
Preliminary	February 4, 2019			February 18, 2019	February 20, 2019	February 27, 2019	March 13, 2019	
Revision, Combo or Final		February 7, 2019	February 14, 2019	February 18, 2019	February 20, 2019			
Revision, Combo or Final		February 21, 2019	February 28, 2019	March 4, 2019	March 6, 2019			
Preliminary	March 4, 2019			March 18, 2019	March 20, 2019	March 27, 2019	April 10, 2019	
Revision, Combo or Final		March 7, 2019	March 14, 2019	March 18, 2019	March 20, 2019			
Revision, Combo or Final		March 21, 2019	March 28, 2019	April 1, 2019	April 3, 2019			
Preliminary	April 1, 2019			April 15, 2019	April 17, 2019	April 24, 2019	May 8, 2019	
Revision, Combo or Final		April 4, 2019	April 11, 2019	April 15, 2019	April 17, 2019			
Revision, Combo or Final		April 18, 2019	April 25, 2019	April 29, 2019	May 1, 2019			
Preliminary	May 6, 2019			May 20, 2019	May 22, 2019	May 29, 2019	June 12, 2019	
Revision, Combo or Final		May 2, 2019	May 9, 2019	May 13, 2019	May 15, 2019			
Revision, Combo or Final		May 16, 2019	May 30, 2019	June 3, 2019	June 5, 2019			3
Preliminary	June 3, 2019			June 17, 2019	June 19, 2019	June 26, 2019	July 10, 2019	
Revision, Combo or Final		June 6, 2019	June 13, 2019	June 17, 2019	June 19, 2019			
Revision, Combo or Final		June 20, 2019	June 27, 2019	July 1, 2019	July 3, 2019			
Preliminary	July 1, 2019			July 15, 2019	July 17, 2019	July 24, 2019	August 14, 2019	

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Revision, Combo or Final		July 3, 2019	July 11, 2019	July 15, 2019	July 17, 2019			4
Revision, Combo or Final		July 18, 2019	July 25, 2019	July 29, 2019	July 31, 2019			
Preliminary	August 5, 2019			August 19, 2019	August 21, 2019	August 28, 2019	September 11, 2019	
Revision, Combo or Final		August 1, 2019	August 8, 2019	August 12, 2019	August 14, 2019			
Revision, Combo or Final		August 15, 2019	August 22, 2019	August 26, 2019	August 28, 2019			
Preliminary	September 3, 2019			September 16, 2019	September 18, 2019	September 25, 2019	October 9, 2019	4
Revision, Combo or Final		September 5, 2019	September 12, 2019	September 16, 2019	September 18, 2019			
Revision, Combo or Final		September 19, 2019	September 26, 2019	September 30, 2019	October 2, 2019			
Preliminary	October 7, 2019			October 14, 2019	October 16, 2019	October 23, 2019	November 13, 2019	
Revision, Combo or Final		October 3, 2019	October 10, 2019	October 14, 2019	October 16, 2019			
Revision, Combo or Final		October 17, 2019	October 31, 2019	November 4, 2019	November 6, 2019			3
Preliminary	November 4, 2019			November 18, 2019	November 20, 2019	November 27, 2019	December 11, 2019	
Revision, Combo or Final		November 7, 2019	November 14, 2019	November 18, 2019	November 20, 2019			
Revision, Combo or Final		November 21, 2019	December 5, 2019	December 9, 2019	December 11, 2019			2
Preliminary	December 2, 2019			December 16, 2019	December 18, 2019	December 27, 2019	January 15, 2020	1
Revision, Combo or Final		December 5, 2019	December 12, 2019	December 16, 2019	December 18, 2019			
Revision, Combo or Final		December 19, 2019	January 9, 2020	January 13, 2020	January 15, 2020			2

*** DRC Comment Memo Distribution**

Preliminary, Final, and Combo Plans and Plats: Comments Memos are emailed on the Tuesday (noon), one day before the Wednesday DRC Meeting. Meeting time confirmed via email within one week after application submittal received.

Site Plan Revisions: DRC Comment Memos are emailed on the Wednesday of the scheduled DRC Meeting date (Applicants do not attend a formal DRC Meeting with staff for Site Plan Revision Applications).

Preliminary Site plan or plat applications that require public hearings for waivers > 15% or variances must also follow the public hearing review schedule for Planning Board (See rows shaded with tan background).

This schedule is for site plans, subdivision plats, and site plan revisions. All other types of Planning Board applications, including annexations, future land use map amendments, rezonings, conditional uses, variances, and easment/right-of-way abandonments are to follow the applicable Planning Board or Board of Zoning Appeals review schedule.

Notes: Deviations to the standard schedule

- 1 - January Planning Board meeting is scheduled for the third Wednesday due to site plan processing schedule over the holidays.
- 2 - Schedule modified due to holiday
- 3 - Review schedule extended by 1 week due to disperse review cycles and meetings throughout the month
- 4 - Submittal deadline moved due to holiday