

## City of Mission Project Timeline

### 2023 Meetings and Deadlines

Planning Commission Meeting Date	Applicant Deadlines							Staff Deadlines			City Council
	Application Deadline	Staff: Comments	Staff/ Applicant Meeting (optional)	Revisions Deadline	Staff: Comments	Final Revisions Deadline	Property Owner Notice	Staff: Publish Packet	Staff: Newspaper Notice		
4th Monday of the Month*	**45 Working Days Prior to Meeting	28 Calendar Days after Submittal	Following Staff Comments	10 Calendar Days after Staff Comments	10 Calendar Days after Revisions	**7 Working Days Prior to Meeting	20** Calendar Days Prior to Meeting	5 Calendar Days Prior to Meeting	At Least 20 Days Prior (Submit on Friday Before the Tuesday Issue)		As Necessary*
									<b>Friday</b>	<b>Tuesday</b>	
23-Jan	15-Nov	13-Dec	15-Dec	22-Dec	30-Dec	11-Jan	30-Dec	18-Jan	28-Dec	3-Jan	15-Feb
27-Feb	19-Dec	17-Jan	19-Jan	30-Jan	9-Feb	15-Feb	7-Feb	22-Feb	3-Feb	7-Feb	15-Mar
27-Mar	20-Jan	17-Feb	19-Feb	1-Mar	11-Mar	16-Mar	7-Mar	22-Mar	3-Mar	7-Mar	19-Apr
24-Apr	17-Feb	17-Mar	19-Mar	29-Mar	8-Apr	13-Apr	4-Apr	19-Apr	31-Mar	4-Apr	17-May
22-May	20-Mar	17-Apr	19-Apr	29-Apr	9-May	11-May	2-May	17-May	28-Apr	2-May	21-Jun
26-June	20-Apr	18-May	20-May	30-May	9-Jun	14-Jun	6-Jun	21-Jun	2-Jun	6-Jun	19-Jul
24-July	17-May	14-Jun	16-Jun	24-Jun	3-Jul	13-Jul	3-Jul	19-Jul	23-May	27-May	16-Aug
28-Aug	23-Jun	21-Jul	23-Jul	2-Aug	12-Aug	17-Aug	8-Aug	23-Aug	4-Aug	8-Aug	20-Sep
26-Sep	24-Jul	21-Aug	23-Aug	1-Sep	11-Sep	15-Sep	6-Sep	21-Sep	1-Sep	5-Sep	18-Oct
23-Oct	18-Aug	15-Sep	17-Sep	27-Sep	7-Oct	12-Oct	3-Oct	18-Oct	29-Sep	3-Oct	15-Nov
27-Nov	21-Sep	19-Oct	21-Oct	31-Oct	9-Nov	15-Nov	7-Nov	22-Nov	3-Nov	7-Nov	20-Dec

**No December Planning Commission Meeting**

\*Except when conflicts in schedule occur - See Sept. 26

\*\*Excluding Holidays

Dates falling on Saturday move to previous Friday; Sunday moves to following Monday

A public hearing is required for rezoning, text amendments, special use permits, vacations, preliminary plats and some types of preliminary site plans.

These guidelines are provided to ensure that all applications are treated equally while allowing staff the opportunity to properly evaluate each application.

All applications must be complete upon submittal. Incomplete applications will not be scheduled until they are completed in their entirety.

The applicant is responsible for communicating with their architects, engineers, planners, contractors and consultants.