

Deadline Days

Applications are to be submitted no later than 3pm on the deadline date listed. Applications received after 3pm will be placed on the next Planning Commission agenda deadline.

Staff Level Applications

These applications are reviewed and approved by Community Development staff. Staff level applications include Concept Plan Review, Design Review without waivers; Master Sign Plan without modifications, Conditional Use Permits per 19.6.6.A.14, and Zone Change with master plan or planned unit development overlays per 19.6.4.D.12(b) and/or (c). Applications which are requesting extensions of time for the first time may be approved at staff level. Unless conditions of approval state otherwise, some amendments and/or extensions may be required to receive Planning Commission and/or City Council approval.

Staff Review

Staff Review meetings are held on Wednesday of the week following the deadline date. If it is necessary for the applicant to be present while staff reviews their application, the applicant's contact person will be notified. A brief 10-minute meeting will be scheduled to discuss comments and questions regarding the application. All CPR applications will be given an appointment time.

Neighborhood Meetings

Community Development staff may require the applicant to hold a neighborhood meeting to inform and gather information from the people residing in the area of their proposed project. If required, the meeting must be held no later than the date shown. The applicant may contact the assigned Planner to assist with notification labels and to obtain a copy of the "Neighborhood Meeting Reference Guide."

Planning Commission

Planning Commission meetings are generally scheduled for the second Thursday of the month. They are typically the week following the first City Council meeting unless otherwise noted. The meetings begin at 6pm and are held in the City Council Chambers at City Hall.

City Council Meetings

City Council meetings are generally scheduled for the first and third Tuesdays of the month, unless otherwise noted. All CPAs, zone changes, PUDs, vacations, ZOAs, and appeals will go before the City Council. Meetings begin at 6pm in the Council Chambers at City Hall.

2017 City of Henderson Planning Commission Filing Schedule

DEADLINE MONDAY 3pm	STAFF REVIEW MEETING **"IF NOTIFIED"	REVISIONS DUE BY 9am	NEIGHBORHOOD MEETING BY THIS DATE **"IF REQUIRED"	PLANNING COMMISSION MEETING 6pm	CITY COUNCIL MEETING 6pm
11/28/16	12/8/16	12/19/16	12/27/16 <i>Revised date</i>	1/19/17 <i>Revised date</i>	2/7/17
12/27/16 <i>Tues.</i>	1/5/17	1/12/17 <i>Thursday Noon</i>	1/25/17	2/16/17	3/7/17
1/9/17 SL	1/19/17	1/30/17	N/A	N/A	N/A
1/23/17	2/2/17	2/13/17	2/22/17	3/16/17	4/11/17
2/13/17 SL	2/23/17	3/6/17	N/A	N/A	N/A
2/27/17	3/9/17	3/20/17	3/22/17	4/13/17	5/2/17
3/13/17 SL	3/23/17	4/3/17	N/A	N/A	N/A
3/27/17	4/6/17	4/17/17	4/26/17	5/18/17	6/6/17
4/10/17 SL	4/20/17	5/1/17	N/A	N/A	N/A
4/24/17	5/4/17	5/15/17	5/24/17	6/15/17	7/11/17
5/8/17 SL	5/18/17	5/25/17 <i>Thursday Noon</i>	N/A	N/A	N/A
5/22/17	6/1/17	6/12/17	6/21/17	7/13/17	8/1/17
6/12/17 SL	6/22/17	7/3/17	N/A	N/A	N/A
6/26/17	7/6/17	7/17/17	7/19/17	8/10/17	9/5/17
7/10/17 SL	7/20/17	7/31/17	N/A	N/A	N/A
7/24/17	8/3/17	8/14/17	8/23/17	9/14/17	10/3/17
8/7/17 SL	8/17/17	8/28/17	N/A	N/A	N/A
8/21/17	8/31/17	9/11/17	9/20/17	10/12/17	11/7/17
9/11/17 SL	9/21/17	10/2/17	N/A	N/A	N/A
9/25/17	10/5/17	10/16/17	10/25/17	11/16/17	12/5/17
10/09/17 SL	10/19/17	10/30/17	N/A	N/A	N/A
10/23/17	11/2/17	11/13/17	11/22/17	12/14/17	1/2/18
11/6/17 SL	11/16/17	11/27/17	N/A	N/A	N/A
11/27/17	12/7/17	12/18/17	12/27/17	1/18/18	2/6/18
12/11/17 SL	12/21/17	12/28/17 <i>Thursday Noon</i>	N/A	N/A	N/A

***The applicant and/or representatives will be notified if it is deemed necessary to attend Staff Review meetings. If you have not been notified by staff to attend this meeting, you will receive staff's comments via email, fax, or mail by end-of-business.**

****Neighborhood meetings are required for Comprehensive Plan Amendments (CPAs).**

SL - Dates indicated in RED are for STAFF LEVEL (SL) submittals only. Action is taken on staff level items within 30 days after acceptance of a complete application. Applications are not considered complete until all requested additional information/revisions have been submitted.