



MEMO

DATE: December 14, 2015
TO: Design professionals, engineering consultants and interested parties
FROM: Patrick R. Zenner, Development Services Manager PRZ
RE: 2016 Application Submittal Deadline Calendar

Attached please find the 2016 Application Submittal Deadlines Calendar for the Community Development Department - Planning & Zoning Division. Deadlines and meeting dates included in the calendar begin with the November 30, 2015 application cycle and end with the February 27, 2017 cycle.

PLEASE NOTE that beginning with the **January 7, 2016** Planning and Zoning Commission meeting all items reviewed by the Commission will be introduced for Council consideration on a **delayed schedule**. This change was necessary to accommodate Council Agenda software that will be implemented in January. The new software requires that all materials presented at the Commission meeting be electronically submitted by 12 noon on the Friday immediately following the Commission hearing. In many instances this is not possible due to revisions or changes made at the Commission hearing; therefore, the delayed schedule was necessary.

Staff, when possible, will attempt to accommodate proposals on an earlier Council Agenda on a case-by-case basis. It is strongly recommended you to communicate the potential for delay— we do not guarantee early introduction of any items.

Staff is also pleased to announce that it has updated its on-line applications for 2016. There are two application forms - one for **Subdivision and Land Development Actions** and one for **Annexations, Planned District, and Rezoning, and Actions**. The separated applications will hopefully simplify the submissions process. They are available at the following link:

<http://www.gocolumbiamo.com/community-development/planning/707-2/>

All applications (initial submissions and revisions) should be submitted to the **Permit Center** located on the 3rd Floor of City Hall. **Additionally**, all applications and revisions should be submitted **electronically CONCURRENTLY** with your hard copy submittal to the Planning Project Manager. Your cooperation in this matter will ensure that your application's processing is not delayed.

Please pass the calendar along to your staff and clients. If you have questions, please contact me.

Building & Site Development
(573) 874-7474
Fax (573) 874-7283

Neighborhood Services
(573) 817-5050
Fax (573) 442-0022

Planning & Zoning
(573) 874-7239
Fax (573) 874-7546