

◆ Summary Table of Review Procedures

Table 2.2-A lists the development applications authorized in this DDC. For each type of application, the table indicates the role of city review, noticing requirements, and decision-making and appeal authorities.

Table 2.2-A Summary of Development Review Procedures												
R = Review/recommendation D = Decision A = Appeal [R/D/A] = Public hearing required (R/D/A) = Public meeting required ♦ = Recommended ✓ = Required												
Procedure	DDC Reference	Public Notice				Pre-Application Activities		Review and Decision-Making Bodies				
		Online	Mailed	Published	Posted Sign	Pre-Appl. Conference	Citizen Participation	Development Assistance Team	Director	Planning and Zoning	City Council	Zoning Board of Adjustment
Development Permits and Procedures												
Zoning Compliance Plan Review	2.5.1					♦		R	D			(A)
Specific Use Permit	2.5.2	✓	✓	✓	✓	♦	♦	R	R	[R]	[D]	
Temporary Use Permit	2.5.3							At Director discretion	D			(A)
Zoning Verification Letter	2.5.4								D			(A)

Environmental Sensitive Areas (ESAs) Field Assessment	2.5.5								D		(A)	
Business Registration	2.5.8							D				
Traffic Impact Analysis	2.5.9							D		(A)		
Real Estate Application	2.5.10						◆	R	R		(D)	
Gas Well Development Site Plan	6.2.4							R	D			(A)
Watershed Protection Permit	6.3.9						◆	R	D			(A)
Vested Rights	See Subsection 2.5.6: Vested Rights											
Exaction Proportionality Determination and Appeal	See Subsection 2.5.7: Exaction Proportionality Determination and Appeal											
Rayzor Ranch Site Plan	See Appendix A											
Tree Survey and Preservation/Replacement Plan	See paragraph 7.7.4E: Tree Survey and Preservation/Replacement Plan											
Subdivision Procedures												
Administratively Approved Plat (Amending Plat, Conveyance Plat, Minor Plat, Minor Replat)	2.6.2					◆		At Director discretion	D [1]			
Preliminary Plat	2.6.3					◆	◆	R	R	(D)		
Final Plat	2.6.4					◆	◆	R	R	(D)		
Development Plat	2.6.5					◆		R	D			

Gas Well Development Plat		2.6.6	See TLGC §§ 212.041 through 212.050										
Replat [2]		2.6.7					◆		R	R/D	D		
Vacating Plat		2.6.8	✓	✓	✓		◆		R	R	(D)		
Civil Engineering Plans		2.6.9							D		(A)		
Plan and DDC Amendments													
Comprehensive Plan Amendment		2.7.1	✓	✓	✓	✓	◆	◆	R	R	[R]	[D]	
Zoning Amend-ment	Map	2.7.2	✓	✓	✓	✓	◆	◆	R	R	[R]	[D]	
	Rezone to PD	2.7.3	✓	✓	✓	✓	◆	◆	R	R	[R]	[D]	
	Text	2.7.4	✓		✓			◆	R	R	[R]	[D]	
Annexation		See Subsection 2.7.5: Annexation											
Flexibility and Relief Procedures													
Variance		2.8.1					◆		R	R			(D)
Minor Modification		2.8.2	Pursuant to application procedure warranting the request										
Appeal of Administrative Decision [3]		2.8.3	✓	✓	✓					R	Appeal authority determined by original application type and in accordance with this Table 2.2-A		
Alternative ESA Plan		2.8.4	✓	✓	✓	✓	◆	◆	R	R	[R]	[D]	
Alternative Tree Preservation/Replacement Plan		See paragraph 7.7.4F: Alternative Tree Preservation/Replacement Plan											

Watershed Protection Permit Relief	2.8.5								R		(D)	
Interpretations	2.8.6								(D) [4]			(A)
Subdivision Variance	2.8.7					◆		R	R	(D)	(A)	
Reasonable Accommodation	See Subsection 2.8.8: Reasonable Accommodation											
Alternative Landscape Plan	See paragraph 7.7.3C: Alternative Landscaping											
Tree Preservation Relief	See paragraph 7.7.4J: Tree Preservation Relief Provisions											
Alternative Water and Sewer Systems	See Subsection 7.6.16: Alternative Water and Sewer Facilities											
Historic Preservation Procedures												
Certificate of Appropriateness	See Subsection 2.9.2: Certificate of Appropriateness											
Historic and Conservation District Designation	See Subsection 2.9.3: Historic and Conservation District Designation											
Historic Landmark Designation	See Subsection 2.9.4: Historic Landmark Designation											
Design Standards Review Procedures												
Certificate of Design Consistency-Administrative	2.10.1	✓				◆		R	D		(A)	
Certificate of Consistency - Design	2.10.1	✓				◆	◆		R		[D]	

Standards Review City Council												
Notes:												
[1] The Director, at his or her discretion, may refer the plat to the Planning and Zoning Commission. The Director shall not disapprove an administratively approved plat but shall refer such plat to the Planning and Zoning Commission if the recommendation is denial.												
[2] Non-residential minor replats may be approved by Staff pursuant to TLGC § 212.0065, as amended. The Director at their discretion may refer a minor replat to the Planning and Zoning Commission. The Director shall not disapprove a minor replat but shall refer such plat to the Planning and Zoning Commission if the recommendation is denial. See Section 2.6.7 for notification requirements and public hearing requirements by type of replat.												
[3] The appeal authority is determined based on the original approval body (i.e., if the Planning and Zoning Commission is the approval authority then the appeal authority is the City Council; if City Staff is the approval authority then the appeal authority is Zoning Board of Appeals.												
[4] The Director, City Engineer, or Building Official may make an interpretation based on the criteria in Subsection 2.8.6.												

(Ord. No. DCA18-0007e, § 3, 6-4-2019; Ord. No. DCA22-0002d, § 2(Exh. A), 7-19-2022; Ord. No. DCA23-0001b, § 2(Exh. A), 9-26-2023)

2.4.6 Step 4: Scheduling and Notice of Public Meetings/Hearings.

A. Scheduling.

1. If an application is subject to a public hearing pursuant to Table 2.2-A Summary of Development Review Procedures, the Director shall schedule the public hearing for either a regularly scheduled meeting or special meeting of the appropriate recommending or decision-making body following submission of a completed application.
2. Unless otherwise specified, notice for public hearings shall meet or exceed TLGC requirements.

B. Public Notice Requirements.

1. All public hearings required by this DDC shall be preceded by the notices identified in Table 2.2-A Summary of Development Review Procedures, and all such notices shall meet the content, timing, and other specifications in the Development Handbook.
2. Applicants are responsible for any additional notice beyond the requirements in this DDC, other city ordinances, or state law.

C. Constructive Notice.

1. **Minor Defects in Notice Shall Not Invalidate Proceedings.** Minor defects in any notice shall not impair the notice or invalidate proceedings pursuant to the notice if a bona fide attempt has been made to comply with applicable notice requirements. Minor defects in notice shall be limited to errors in a legal description or typographical or grammatical errors that do not impede communication of the notice to affected parties. In all cases, however, the requirements for the timing of the notice and for specifying the time, date, and place of a hearing shall be strictly construed.
2. **Failure to Receive Notice Shall Not Invalidate Action.** Failure of a party to receive written notice shall not invalidate subsequent action.
3. **Re-Noticing.** A new notice is required if there is an increase in land use intensity, as determined by the Director, between the action described in the original notice and the final action.

(Ord. No. DCA22-0002d, § 2(Exh. A), 7-19-2022)