



FILING PROCEDURES

FILING DEADLINE

All applications shall be submitted **no later than Noon** on a published date in accordance with the Development Review Schedules.

*** Any application submitted on a date other than an official Development Review Schedule Date shall be rejected and shall not be considered filed under this Ordinance and the law or regulation governing the application or filing, including Chapter 212 of the Texas Local Government Code, if applicable.**

FILING PROCEDURE

All applications shall be submitted **by the owner or applicant** (must be the applicant designated on the application by the owner as the project representative) **in person** to the Development Services Staff during a published date on the Development Review Schedules.

*** All other means of delivery shall be rejected and not considered a filed application by the Development Services Department.**

Development Services Staff shall review the submittal for completeness. If the application does not contain all information and/or does not conform to all standards required by any ordinance, checklist, law or regulation governing the application, then it shall be considered incomplete and rejected.