



# PLANNING APPLICATIONS & VIRTUAL MEETINGS

## PLANNING DIVISION

### Development Advisory Committee (DAC) Meeting:

The DAC is made up of staff from each of the City's development related departments and attendance to one of these meeting is highly encouraged prior to the formal submittal of plans for development. These meeting take place virtually every Tuesday morning beginning at 9 a.m. by appointment. Meetings are scheduled in half hour timeslots, providing a forum to answer all development related questions. Please call 972-304-3678 or email the Development Services Division at [devservices@coppelltx.gov](mailto:devservices@coppelltx.gov) to schedule an appointment.

### Presubmittal Day:

The applicant shall coordinate with the Planning Division a virtual meeting appointment prior to the submittal day as shown on the Planning Process Detailed Calendar.

The purpose of this meeting is for the Planner to review the plans for the submittal with the applicant to make sure all applications are complete prior to the formal submittal day.

### Submittal Day:

Formal plan submittals take place once a month as listed on the Planning Process Detail Calendar. The applicant shall coordinate with the Planning Division via a virtual meeting pre-submittal appointment prior to the submittal day to assure that all components of the application are complete.

Previously, the Wednesday submittal day is when the Planning Division would receive paper copies of the plans folded in sets along with the application, plan review fee and a PDF set of the plans. At this time, rather than scheduling in person meetings, the Planning staff is accepting electronic submittals via the [Customer Self-Service \(CSS\) Portal](#) on the website:

(<https://energovcss.coppelltx.gov/EnerGovProd/SelfService#/home>). This will allow all PDF plans (Site Plan, Landscape Plan, Elevations, Tree Survey, Preliminary Engineering, Sign Plans, Color Boards, etc.) to be uploaded and attached to the application. See the [CSS Video link \(http://www.coppelltx.gov/CSS-Videos\)](http://www.coppelltx.gov/CSS-Videos). The Planning Division is still accepting pdf applications via email as well. Please coordinate with the Planning Division staff in either case. Once the application has been entered into the system an invoice will be created and the applicant can pay online.

#### Internal DRC (Thursdays)

As outlined in the Planning Process Detailed Calendar, Staff will coordinate and meet virtually to discuss the plans and generate comments and revisions. These comments will be communicated to the applicant a week before the DRC with Applicants meeting. The applicant will be required to address these comments and have corrected copies available at staff's DRC meeting with Applicant the following week.

#### DRCs with Applicants (Thursdays)

As outlined in the Planning Process Detailed Calendar, Staff will coordinate and meet virtually via ZOOM with the applicants to discuss the revised plans and other comments.

#### Planning and Zoning Commission Meeting

Continue with virtual meetings. ZOOM

In order to ensure a stable connection, the City will provide the Chairman a computer setup in the Planning Conference Room located at 265 Parkway Blvd to conduct the meeting. Staff will be attending the meeting virtually from 265 Parkway Blvd as well.

#### Meetings with the general public

These are by appointment only. Please call 972-304-3678 or email [planning@coppelltx.gov](mailto:planning@coppelltx.gov) to speak with a Planner or to schedule a virtual meeting.