

**2023 City of Westwood, Kansas
Application and Review Schedule**

Site Plans, Plats, Rezoning, Text Amendments, Special Use Permits, Sign Permits, Waivers & Exceptions, Variance/BZA Applications
The following is a list of submittal and review deadlines as well as associated scheduled meeting dates for applications that require action by the Planning Commission.

Planning Commission Meeting Date (Public hearing date, if applicable)	Pre-Application Meeting* (6 weeks prior to Planning Commission consideration)	Application Submittal Deadline (5 weeks prior to Planning Commission consideration)	Notice of Acceptance (Within 7 days of receipt)	Completed Staff Review (Within 7 days of receipt)	Public Notice Submitted/Mailed (Published and notification letters mailed within 20 days of public hearing**)	Revision Submittal Cutoff (10 days prior to Planning Commission consideration)	Planning Commission Packet Posted (2 business days prior to meeting)	City Council Consideration (unless protest period applies)
January 9, 2023†	November 28, 2022	December 5, 2022	Variable	Variable	December 16, 2022	December 30, 2022	January 5, 2023	January 12, 2023
February 6, 2023	December 26, 2022	January 2, 2023	Variable	Variable	January 13, 2023	January 27, 2023	February 2, 2023	February 9, 2023
March 6, 2023	January 23, 2023	January 30, 2023	Variable	Variable	February 10, 2023	February 24, 2023	March 2, 2023	March 9, 2023
April 3, 2023	February 20, 2023	February 27, 2023	Variable	Variable	March 10, 2023	March 24, 2023	March 30, 2023	April 13, 2023
May 1, 2023	March 20, 2023	March 27, 2023	Variable	Variable	April 7, 2023	April 21, 2023	April 27, 2023	May 11, 2023
June 5, 2023	April 24, 2023	May 1, 2023	Variable	Variable	May 12, 2023	May 26, 2023	June 1, 2023	June 8, 2023
July 10, 2023†	May 29, 2023	June 5, 2023	Variable	Variable	June 16, 2023	June 30, 2023	July 6, 2023	July 13, 2023
August 7, 2023	June 26, 2023	July 3, 2023	Variable	Variable	July 14, 2023	July 28, 2023	August 3, 2023	August 10, 2023
September 11, 2023†	July 31, 2023	August 7, 2023	Variable	Variable	August 18, 2023	September 1, 2023	September 7, 2023	September 14, 2023
October 2, 2023	August 21, 2023	August 28, 2023	Variable	Variable	September 8, 2023	September 22, 2023	September 28, 2023	October 12, 2023
November 6, 2023	September 25, 2023	October 2, 2023	Variable	Variable	October 13, 2023	October 27, 2023	November 2, 2023	November 9, 2023
December 4, 2023	October 23, 2023	October 30, 2023	Variable	Variable	November 10, 2023	November 24, 2023	November 30, 2023	December 14, 2023

* Pre-application meetings are encouraged for all matters except text amendments. Pre-application meeting dates are flexible based on availability of staff.
 ** Certified list of property owners notified of public hearing (200' or 1,000' as applicable) must be submitted by applicant prior to this date.
 † First Monday falls on an official holiday; meeting date moved to accommodate holiday schedule.

Regularly Scheduled Meetings:

- The Planning Commission meets on the first Monday of every month unless otherwise posted.
- The City Council meets on the second Thursday of every month unless otherwise posted.

Development review and proposal contacts:

City of Westwood
Westwood, KS 66025
info@westwoodks.org
Phone: 913-362-1550
Hours: M-F, 8 AM – 5 PM

Eddie McNeil, Building Codes Administrator
Email: eddie.mcneil@westwoodks.org

John Sullivan, Public Works Director
Email: john.sullivan@westwoodks.org

Leslie Herring, City Administrator
Planning Commission Staff Contact
Phone: 913-942-2128
Email: leslie.herring@westwoodks.org

Planning Commission Attorney
MVP Law
10 E. Cambridge Circle Dr., Ste. 300
Kansas City, KS 66103
Phone: 913-371-3838

Notes:

1. All required materials must be received prior to the close of business on or before the cut-off date. Failure to submit all required information, documents, and fees may result in the item being tabled to the next meeting regardless of prior publication.
2. For detailed information relating to application submittal requirements and the review process, see the City of Westwood, Kansas Zoning Ordinance which may be obtained from City Hall, 4700 Rainbow Blvd., Westwood, KS 66025 or at the City website: www.westwoodks.org.