



# 2026 Submittal Schedule



Submittal Date (1st & 3rd Wednesday)	Staff Comments (no later than 10th Business Day)	Planning & Zoning Meeting Dates (2nd Thursday)	City Council Site Plans & Civil Plans (4th Tuesday Following P&Z)	City Council Zoning (1st Tuesday of the Following Month)
1/7/2026	1/21/2026	2/12/2026	2/24/2026	3/10/2026
1/21/2026	2/4/2026	2/12/2026	2/24/2026	3/10/2026
2/4/2026	2/18/2026	3/12/2026	3/24/2026	4/14/2026
2/18/2026	3/4/2026	3/12/2026	3/24/2026	4/14/2026
3/4/2026	3/18/2026	4/9/2026	4/28/2026	5/12/2026
3/18/2026	4/1/2026	4/9/2026	4/28/2026	5/12/2026
4/1/2026	4/15/2026	5/14/2026	5/26/2026	6/9/2026
4/15/2026	4/29/2026	5/14/2026	5/26/2026	6/9/2026
5/6/2026	5/20/2026	6/11/2026	6/23/2026	7/14/2026
5/20/2026	6/3/2026	6/11/2026	6/23/2026	7/14/2026
6/3/2026	6/17/2026	7/9/2026	7/28/2026	8/11/2026
6/17/2026	7/1/2026	7/9/2026	7/28/2026	8/11/2026
7/1/2026	7/15/2026	8/13/2026	8/25/2026	9/8/2026
7/15/2026	7/29/2026	8/13/2026	8/25/2026	9/8/2026
8/5/2026	8/19/2026	9/10/2026	9/22/2026	10/13/2026
8/19/2026	9/2/2026	9/10/2026	9/22/2026	10/13/2026
9/2/2026	9/16/2026	10/8/2026	10/27/2026	11/10/2026
9/16/2026	9/30/2026	10/8/2026	10/27/2026	11/10/2026
10/7/2026	10/21/2026	11/12/2026	11/24/2026	12/8/2026
10/21/2026	11/4/2026	11/12/2026	11/24/2026	12/8/2026
11/4/2026	11/18/2026	12/10/2026	12/22/2026	1/12/2027
11/18/2026	12/2/2026	12/10/2026	12/22/2026	1/12/2027
12/2/2026	12/16/2026	1/14/2027	1/26/2027	2/9/2027
12/16/2026	12/30/2026	1/14/2027	1/26/2027	2/9/2027

*Green Date = Impacted by holidays*

Refer to the P&Z submittal schedule for applications requiring publication & notification as defined by state law.

**Dates for Planning & Zoning Commission and City Council meetings are subject to change and should be verified. Schedules will be extended if staff review comments have not been addressed or if the Planning & Zoning Commission or City Council table the request.**

**\*Staff mark-ups are emailed within 10 business days after submittal. Note, dates may be impacted due to City Hall closures due to holidays, inclement weather, etc.**

1) If submittals require revisions per staff review, resubmittals must be made in accordance with the submittal schedule dates. If review is deemed administratively complete, addressing all staff comments, the requested will be noticed as required by state statute and scheduled for Public Hearings.

2) All variance requests must be addressed in writing and submitted with the formal submittal. Although a complete formal submittal is received by the deadline, the case may be moved to a later meeting date. Development cases will be placed on the appropriate Planning & Zoning Commission and City Council agendas.

3) If no revisions are needed per the Planning & Zoning Commission, the case will be placed on the City Council agenda in accordance with the column for City Council meetings. If revisions are needed, resubmittals may be required in accordance with the submittal dates noted.

4) Submittal is deemed administratively complete addressing all staff comments or includes a written request from the applicant requesting placement on the first available Planning & Zoning agenda if staff comments have not been addressed and the plat is not in compliance with city codes.

**Each request being considered by the Planning & Zoning Commission and City Council must be represented by the applicant, owner or other designee.** All P&Z and City Council meetings will be held in the Council Chambers, City of Melissa City Hall, 3411 Barker Avenue, Melissa, Texas. P&Z regular meetings begin at 6:30 p.m. and the City Council regular meetings begin at 6:30 p.m. unless otherwise posted.