Event	Description
Application Submitted	The application, accompanied by a fee is submitted to Planning Staff at the Permit and Information Center, 99 West 10th Avenue (See EC 9.7010).
Completeness Review Completed	The city shall review the application and, within **30 days** of its receipt, determine whether the application is complete or incomplete then notify the applicant accordingly.
Application Deemed Complete / **Application Deemed Incomplete**	Applicant has 180 days to resubmit complete application materials.
Public Hearing Notice Mailed	At least **30 days prior** to the Planning Commission public hearing, the city shall mail a written notice of the hearing to those required notice under EC 9.7415.
Planning Commission Public	Within **60 days** of the city's determination that an application is complete, unless the applicant agrees to a longer time period, the Planning Commission shall hold a public hearing. At least **7 days prior** to the public hearing, a staff report will be forwarded to the Planning Commission and made available to the public (See EC 9.7420). Vacation applications are not reviewed by the Planning Commission; they go straight to the City Council.
Planning Commission Recommendation	Within **30 days** following the close of the record, unless the applicant agrees to a postponement, the Planning Commission shall recommend to the City Council approval, approval with modifications, or denial of the application based on the required approval criteria (See EC 9.7430).
City Council Public Hearing	Within **60 days** of the Planning Commission's recommendation, unless the applicant agrees to a longer time period, the City Council shall conduct a public hearing to consider the Planning Commission's recommendation (See EC 9.7435).
City Council Decision	The City Council shall make a decision within **30 days** of the close of the record, unless a longer time frame is agreed to by the applicant. The city council may approve, modify and approve, or deny the application. The decision is final on the local level (See EC 9.7450).
Notice of Decision Mailed	Within **5 days** after the City Council renders a decision, the city shall mail notice to the applicant, any person who submitted written or oral testimony in a timely manner during the City Council hearing procedures, and any person who requested a notice of decision (See EC 9.7455).