

**2024 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 8, 2024†	November 27, 2023	December 4, 2023	Variable	Variable	December 15, 2023	December 29, 2023	January 4, 2024	January 11, 2024
February 5, 2024	December 25, 2023	January 1, 2024	Variable	Variable	January 12, 2024	January 26, 2024	February 1, 2024	February 8, 2024
March 4, 2024	January 22, 2024	January 29, 2024	Variable	Variable	February 9, 2024	February 23, 2024	February 29, 2024	March 14, 2024
April 1, 2024	February 19, 2024	February 26, 2024	Variable	Variable	March 8, 2024	March 24, 2024	March 28, 2024	April 11, 2024
May 6, 2024	March 25, 2024	April 1, 2024	Variable	Variable	April 12, 2024	April 26, 2024	May 2, 2024	May 9, 2024
June 3, 2024	April 22, 2024	April 29, 2024	Variable	Variable	May 10, 2024	May 24, 2024	May 30, 2024	June 13, 2024
July 1, 2024	May 20, 2024	May 27, 2024	Variable	Variable	June 7, 2024	June 21, 2024	June 27, 2024	July 11, 2024
August 5, 2024	June 24, 2024	July 1, 2024	Variable	Variable	July 12, 2024	July 26, 2024	August 1, 2024	August 8, 2024
September 9, 2024†	July 29, 2024	August 5, 2024	Variable	Variable	August 16, 2024	August 30, 2024	September 5, 2024	September 12, 2024
October 7, 2024	August 26, 2024	September 2, 2024	Variable	Variable	September 13, 2024	September 27, 2024	October 3, 2024	October 10, 2024
November 4, 2024	September 23, 2024	September 30, 2024	Variable	Variable	October 11, 2024	October 25, 2024	October 31, 2024	November 14, 2024
December 2, 2024	October 21, 2024	October 28, 2024	Variable	Variable	November 8, 2024	November 22, 2024	November 28, 2024	December 12, 2024
* 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.