

2025 City of Westwood, Kansas
Application and Review Schedule

Site Plans, Plats, Rezonings, 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 6, 2025	November 25, 2024	December 2, 2024	Variable	Variable	December 13, 2024	December 27, 2024	January 2, 2025	January 9, 2025
February 3, 2025	December 23, 2024	December 30, 2024	Variable	Variable	January 10, 2025	January 24, 2025	January 30, 2025	February 13, 2025
March 3, 2025	January 20, 2025	January 27, 2025	Variable	Variable	February 7, 2025	February 21, 2025	February 27, 2025	March 13, 2025
April 7, 2025	February 24, 2025	March 3, 2025	Variable	Variable	March 14, 2025	March 28, 2025	April 3, 2025	April 10, 2025
May 5, 2025	March 24, 2025	March 31, 2025	Variable	Variable	April 11, 2025	April 25, 2025	May 1, 2025	May 8, 2025
June 2, 2025	April 21, 2025	April 28, 2025	Variable	Variable	May 9, 2025	May 23, 2025	May 29, 2025	June 12, 2025
July 7, 2025	May 26, 2025	June 2, 2025	Variable	Variable	June 13, 2025	June 27, 2025	July 3, 2025	July 10, 2025
August 4, 2025	June 23, 2025	June 30, 2025	Variable	Variable	July 11, 2025	July 25, 2025	July 31, 2025	August 14, 2025
September 8, 2025†	July 28, 2025	August 4, 2025	Variable	Variable	August 15, 2025	August 29, 2025	September 4, 2025	September 11, 2025
October 6, 2025	August 25, 2025	September 1, 2025	Variable	Variable	September 12, 2025	September 26, 2025	October 2, 2025	October 9, 2025
November 3, 2025	September 22, 2025	September 29, 2025	Variable	Variable	October 10, 2025	October 24, 2025	October 30, 2025	November 13, 2025
December 1, 2025	October 20, 2025	October 27, 2025	Variable	Variable	November 7, 2025	November 21, 2025	November 26, 2025	December 11, 2025
* 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

Vacant, Building Codes Administrator
Email: info@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.