



City of Fairfield  
 Planning and Zoning Department  
 2023 Review Schedules

Zoning Schedule

Targeted Month for Approval	Early January	Late January	February	March	April	May	June	July	August	September	October	November	Early Jan. 2024	Late Jan. 2024
Application Due	October 17	NA	December 13	January 16	February 13	March 13	April 10	May 15	June 12	July 17	August 15	September 11	October 16	NA
Planning and Zoning Meeting	November 7	No Dec. Meeting	January 3	February 6	March 6	April 3	May 1	June 5	July 3	August 7	September 5	October 2	November 6	No Dec. Meeting
City Council Meeting to Set Public Hearing (PH)	November 17	NA	January 9	February 13	March 13	May 8	May 8	June 12	July 10	August 14	September 11	October 9	November 13	NA
City Council Meeting - PH and 1st Reading	November 28	NA	January 23	February 27	March 27	May 22	May 22	June 26	July 24	August 28	September 25	October 23	November 27	NA
City Council Meeting - PH and 2nd Reading	December??	NA	February 13	March 13	April 10	June 12	June 12	July 10	August 14	September 11	October 9	November 13	December??	NA
City Council Meeting - PH and 3rd Reading	January 9	NA	February 27	March 27	April 24	May 22	June 26	July 24	August 28	September 25	October 23	November 27	January 8	NA

Major Subdivision Schedule

Targeted Month for Approval	Early January	Late January	February	March	April	May	June	July	August	September	October	November	Early Jan. 2024	Late Jan. 2024
Preliminary Plat due	October 17	NA	December 13	January 16	February 13	March 13	April 10	May 15	June 12	July 17	August 15	September 11	NA	NA
Planning and Zoning Meeting on Prelim Plat	November 7	No Dec. Meeting	January 3	February 6	March 6	April 3	May 1	June 5	July 3	August 7	September 5	October 2	NA	No Dec. Meeting
Planning and Zoning Meeting on Final Plat	No Dec. Meeting	NA	February 6	March 6	April 3	May 1	June 5	July 3	August 7	September 5	October 2	November 6	No Dec. Meeting	NA
City Council Meeting to Set Public Hearing	December??	NA	February 13	March 13	April 10	May 8	June 12	July 10	August 14	September 11	October 9	November 13	NA	NA
City Council Meeting - Public Hearing	January 9	NA	February 27	March 27	April 24	May 22	June 26	July 24	August 28	September 25	October 23	November 27	NA	NA

Annexation Schedule

Targeted Month for Approval	Early January	Late January	February	March	April	May	June	July	August	September	October	November	Early Jan. 2024	Late Jan. 2024
Application Due	NA	December 13	January 16	February 13	March 13	April 10	May 15	June 12	July 17	August 15	September 11	October 16	NA	December 12
Planning and Zoning Meeting	No Dec. Meeting	January 3	February 6	March 6	April 3	May 1	June 5	July 3	August 7	September 5	October 2	November 6	No Dec. Meeting	January 2
City Council Meeting to Set Public Hearing	NA	January 9	February 13	March 13	April 10	May 8	June 12	July 10	August 14	September 11	October 9	November 13	NA	January 8
City Council Meeting - Public Hearing	NA	January 23	February 27	March 27	April 24	May 22	June 26	July 24	August 28	September 25	October 23	November 27	NA	January 22

Variance/Conditional Use/Lodging House Permit

Targeted Month for Approval	December	January	February	March	April	May	June	July	August	September	October	November	December	Late Jan. 2024
Application Due	NA	December 19	January 30	February 27	March 27	April 24	May 29	June 26	July 31	August 28	September 25	October 30	NA	December 18
Board of Adjustment Meeting	No Dec. Meeting	January 16	February 20	March 20	April 17	May 15	June 19	July 17	August 21	September 18	October 16	November 20	No Dec. Meeting	January 15

Notes:

1. The review schedules listed above may change without notice. The meetings are presently schedule, but may change due to availability of the Board/Commission.
2. Application/submittal due dates require a full and complete application, and fee, to be submitted along with all necessary supplemental information/materials.
3. Submitting an application by the due dates does not guarantee that the application will necessarily be presented to the Board/Commission at the subsequent meeting, as the administrative staff may require changes and/or additional review.
4. Applicants are encouraged to contact Planning and Zoning Staff as soon as possible in order to ensure compliance and to help make the process go smoothly.

**Melanie:**  
 Anydate could work, except council and p&Z meeting nights. Application is typically due 21 days before the meeting, unless there is a major holiday, then we put 28 days.

Meeting Dates	Due Dates
11/16/2023	10/26/2023
11/30/2023	11/2/2023
12/4/2023	11/6/2023
12/7/2023	11/9/2023