
APPLICATION SUBMITTAL PROCESS

CITY OF HARKER HEIGHTS PLANNING DEPARTMENT

HOUSE BILL 3167

During the 2019 legislative session, House Bill 3167, known as the “Shot Clock” bill, was passed amending Chapter 212 of the Local Government Code. The bill requires the municipal authority responsible for approving plats to take the following action with regard to the “initial approval” of a plan or plat within 30 days after the date the plan or plat is filed: (1) approve, (2) approve with conditions, or (3) disapprove. The City of Harker Heights will accept zoning cases (to include Conditional Use Permits), Subdivision Plats, Subdivision Construction Plans, and Concept Plan applications one day per month as designated on the process submittal schedule. The submittal day will be 28 days before the Planning & Zoning Commission Meeting with a 12 P.M. cut-off time for submittal of all applications. Staff will review the plat/plans within five days of deeming the application administratively complete and will then begin technical review of the plat/plan and compile all comments to deliver back to the applicant. The applicant must then provide staff with resubmittal documents that adequately and thoroughly address staff’s comments. Local Government Code (LGC) §212.009 (B) allows City Council an additional 30 days after the Planning and Zoning Commission recommends approval of the application. In addition, LGC §212.009 (b-2) allows those deadlines to be extended up to an additional 30 days each by agreement (30 days from filing to P&Z, plus possible 30-day extension, and then 30 days from the P&Z decisions to Council action, plus another possible 30-day extension).

FAQs

- **What does ‘administratively complete’ mean?**
 - Administratively complete is when the correct application and all required supporting documents have been submitted and reviewed to ensure that all prerequisite requirements (correct plat application type, complete payment, attended pre-application meeting with staff, etc.) have been met.
- **Which approval body will act on my plat?**
 - Amending plats, and minor plats can be approved by Staff; however, if Staff cannot approve the plat, or a variance is requested, the plat will be taken before the Planning and Zoning Commission and City Council. All zoning cases, Conditional Use Permits, Preliminary Plats, and Concept Plans are required to have Planning & Zoning Commission **and** City Council approval.
- **What happens if the Planning and Zoning Commission disapproves the plat or plan?**
 - After correcting the code deficiencies noted in the motion for disapproval, the applicant may resubmit plats and plans on the designated resubmittal day.
- **How is this different from what the Planning & Development Department did before?**
 - Prior to HB 3167 the Planning and Development Department upheld a standard 28-day receive and review process but now must require that the Planning & Zoning Commission state and provide in writing if the plat or plan was approved, approved with conditions or denied with an explanation.

Harker Heights Process Overview



Application Submittal Date	Resubmittal Date	P&Z Meeting Date	City Council Meeting Date
Wednesday, August 28, 2019	N/A	Wednesday, September 25, 2019	Tuesday, October 22, 2019
Wednesday, October 02, 2019	Tuesday, October 15, 2019	Wednesday, October 30, 2019	Tuesday, November 12, 2019
Wednesday, November 06, 2019	Tuesday, November 19, 2019	Wednesday, December 04, 2019	Tuesday, December 10, 2019
Wednesday, December 11, 2019	Tuesday, December 24, 2019	Wednesday, January 08, 2020	Tuesday, January 14, 2020
Thursday, January 2, 2020	Tuesday, January 14, 2020	Wednesday, January 29, 2020	Tuesday, February 11, 2020
Wednesday, January 29, 2020	Tuesday, February 11, 2020	Wednesday, February 26, 2020	Tuesday, March 10, 2020
Wednesday, February 26, 2020	Tuesday, March 10, 2020	Wednesday, March 25, 2020	Tuesday, April 14, 2020
Wednesday, April 01, 2020	Tuesday, April 14, 2020	Wednesday, April 29, 2020	Tuesday, May 12, 2020
Wednesday, April 29, 2020	Tuesday, May 12, 2020	Wednesday, May 27, 2020	Tuesday, June 09, 2020
Wednesday, May 27, 2020	Tuesday, June 09, 2020	Wednesday, June 24, 2020	Tuesday, July 14, 2020
Wednesday, July 01, 2020	Tuesday, July 14, 2020	Wednesday, July 29, 2020	Tuesday, August 11, 2020
Wednesday, July 29, 2020	Tuesday, August 11, 2020	Wednesday, August 26, 2020	Tuesday, September 08, 2020
Wednesday, September 02, 2020	Tuesday, September 15, 2020	Wednesday, September 30, 2020	Tuesday, October 13, 2020
Wednesday, September 30, 2020	Tuesday, October 13, 2020	Wednesday, October 28, 2020	Tuesday, November 10, 2020
Wednesday, November 04, 2020	Tuesday, November 17, 2020	Wednesday, December 02, 2020	Tuesday, December 08, 2020

We understand that these are significant changes from the current processes, so if you have any further questions or need assistance, please do not hesitate to let us know. The Planning Department can also be reached by giving us a call at 254-953-5647, or by visiting us in person at 305 Millers Crossing between 8 A.M. and 5 P.M., Monday through Friday.

**Applications will be considered incomplete if required information is missing and/or payment is made after noon (12 P.M.) on the submittal date, and will not be reviewed until a complete application is received. Missing required documents/payment may only be submitted on the application submittal date.*