



PWSF PROCESS

1 Pre-application Conference

Contact Planning & Inspections Department to learn about the new PWSF application process and all documents needed for submittal. At this stage the application instructions and checklist will be distributed, staff can assist in completing the checklist and preparing your application for formal submittal. At this point staff will make a preliminary determination of the timeline under which the application will be reviewed.

2 30 Day Review for Completeness

Within 30 days of submitting the application staff will notify the applicant of any missing documents required for review. Once the additional documents are received a staff will determine within 10 days if the applicant has submitted all required documents. Staff will also verify if any special permits, detailed site development plans or other public hearing will be required as originally determined during the pre-application process.

3 Review Period, 60 and 90 Day (typically)

The application will be distributed to all appropriate departments for review and comments. Applications falling under the 60 and 90 day timeline will be reviewed by Building Permits and Inspections department and issued a building permit upon compliance. Revisions may be requested by plan reviewers.

4 Review Period 150 Day (typically)

Applications for new or substantially modified towers PWSF will be distributed to the Development Coordinating Committee (DCC) for review and comment. Planning staff will coordinate any revisions at this time. If public hearing is required (City Plan Commission and/or City Council) public notice will be issued and the case will be presented by the case manager. The applicant or a representative will be required to attend all public hearings.

5 Decision

After all reviews, revisions, and/or public hearings are completed the department will issue a final decision. If the application has been approved, building permits will be issued and all construction activity shall proceed in accordance with the requirements of all applicable codes.

Effective April 8, 2015 the Planning and Inspections Department will employ a new process for PWSF applications. The new process is outlined above. Contact the Planning and Inspections Department, Zoning Section to schedule your pre-application conference or visit www.elpasotexas.gov for more information and downloads.



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PLAN EL PASO.
PLAN THE FUTURE. NOW.