

ESTIMATED TIMELINE

Approximately 120 to 150 days after all requirements have been obtained and all applicable fees have been paid. Any delays resulting from incomplete applications or corrections required to address non-compliance will extend the review and timeline for Public Hearing and City Council review and consideration.

Phase	Timeframe	Responsible Party	Action
Register for OpenGov	Prior to Application	Developer	May call Engineering Department for instructions or use the link on City Website.
Pre-Development Meeting	Prior to Application	Developer & City	Meet with Engineering, Public Works, Fire Marshal, Building Inspections, Utilities, Police, and Legal to review project requirements.
Utility Capacity Review	Prior to Application	Developer	Submit requests for Water/Sewer Capacity Letter and Electrical Capacity Letter and Start Water Capacity Analysis.
ERCOT Coordination	Prior to Application	Developer	Complete ERCOT Grid Study and Grid Coordination Plan.
Technical Studies	Prior to Application	Developer	Complete Traffic Impact Analysis, Noise Study, Grid Study, Water Capacity Analysis, Vibration Study, Environmental Review, Floodplain Review, SWPPP, Hazardous Materials Plan, Emergency Response Plan, Landscaping, Tree Preservation, Lighting Plan, and Decommissioning Plan.
Public Notice (Application)	Minimum 10 Days Before Filing	Developer	Mail notices, publish newspaper notice, and erect public hearing sign.
Permit Application Submitted	Day 0	Developer	Submit complete permit application with fees and all supporting documentation.
Completeness Review	Within 30 Days	Engineering	Determine if application is complete and complies with ordinance requirements. Fees are due (Complete Application Received).
Staff Technical Review	Concurrent	Engineering, Public Works, Fire Marshal, Building Official	Review all technical reports and develop permit conditions.
City Council Public Hearing Scheduled	Within 45 Days of Complete Application	Engineering	Schedule public hearing before City Council.
Public Hearing Notice	20–30 Days Before Hearing	Developer	Mail public hearing notices and publish newspaper notice.
City Council Hearing	Council Meeting	City Council	Consider staff recommendations, public comments, and ordinance criteria.
Council Action	Council Action	City Council	Approve, approve with conditions, deny, or request modifications.
Development Permits	After Council Approval	Developer	Obtain plat approval, site permits, grading permits, MS4 permits, building permits, utility permits, etc.
Construction	During Construction	Developer	Comply with inspections, comply with SWPPP, erosion control, utility requirements, and permit conditions.
Certificate of Occupancy	Before Operation	Building Inspections	Verify compliance and issue Certificate of Occupancy.
Annual Compliance	Every Year	Operator	Submit annual registration and compliance certifications.
Decommissioning	End of Facility Life	Operator	Remove equipment, remediate site, restore property, and submit engineer certification.

DISCLAIMER: This document is a living document and may be amended, revised, or supplemented as necessary to protect the health, safety, and welfare of the citizens of the City of Conroe and to preserve and protect the City's public infrastructure, utilities, and essential services. The public hearing and City Council review and approval provisions are essential components of this ordinance and shall not be removed, waived, or otherwise modified in a manner that eliminates public transparency, public participation, or City Council oversight. Schedule may vary depending on City Council deadlines and meeting schedule.