



# 2017 MASTER SUBDIVISION PLAN SCHEDULE

Town of Apex, North Carolina

Typical Review Time 5 Months

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
Pre-application meeting with TRC is <u>required</u>	Initial Submittal Date <i>No later than 12:00 pm</i>	Check Submittal for completeness Due 12 pm	TRC Comments Forwarded to Applicant	TRC Meeting Date (Meeting time TBD)	Re-submittal Date for Revised Plans <i>No later than 12:00 pm</i>	TRC Comments Forwarded to Applicant	TRC Meeting Date (Meeting time TBD)	Re-submittal Date for Planning Board-Town Council Review Set <i>No later than 12:00 pm</i>	TRC Comments Forwarded to Applicant	TRC Meeting Date (Meeting time TBD)	Decision to go to Planning Board-Town Council or back through TRC is made	Planning Board Meeting (4:30 p.m.)	Town Council Meeting (7:00 p.m.)
See #1 below	Jan 3*	Jan 4	Feb 20	Feb 23 or 24	Mar 10	Mar 20	Mar 23 or 24	Apr 13*	Apr 24	Apr 27 or 28	Apr 28	May 8	May 16
See #1 below	Feb 1	Feb 2	Mar 20	Mar 23 or 24	Apr 13*	Apr 24	Apr 27 or 28	May 12	May 22	May 25 or 26	May 26	June 12	June 20
See #1 below	Mar 1	Mar 2	Apr 24	Apr 27 or 28	May 12	May 22	May 25 or 26	June 9	June 19	June 22 or 23	June 23	Jul 10	July 18
See #1 below	Apr 3	Apr 4	May 22	May 25 or 26	June 9	June 19	June 22 or 23	July 14	July 24	July 27 or 28	July 28	Aug 14	Aug 15
See #1 below	May 1	May 2	June 19	June 22 or 23	July 14	July 24	July 27 or 28	Aug 11	Aug 21	Aug 24 or 25	Aug 25	Sept 11	Sept 19
See #1 below	June 1	June 2	July 24	July 27 or 28	Aug 11	Aug 21	Aug 24 or 25	Sept 15	Sep 25	Sept 28 or 29	Sept 29	Oct 9	Oct 17
See #1 below	July 3	July 5	Aug 21	Aug 24 or 25	Sept 15	Sep 25	Sept 28 or 29	Oct 13	Oct 23	Oct 26 or 27	Oct 27	Nov 13	Nov 21
See #1 below	Aug 1	Aug 2	Sep 25	Sept 28 or 29	Oct 13	Oct 23	Oct 26 or 27	Nov 9*	Nov 20	Nov 27*	Nov 27*	Dec 11	Dec 19
See #1 below	Sept 1	Sep 5	Oct 23	Oct 26 or 27	Nov 9*	Nov 20	Nov 27*	Dec 8	Dec 18	Dec 21 or 22*	Dec 22	Jan 8	Jan 16
See #1 below	Oct 2	Oct 3	Nov 20	Nov 27*	Dec 8	Dec 18	Dec 21 or 22*	Jan 12	Jan 22	Jan 25 or 26	Jan 26	Feb 12	Feb 20
See #1 below	Nov 1	Nov 2	Dec 18	Dec 21 or 22*	Jan 12	Jan 22	Jan 25 or 26	Feb 9	Feb 19	Feb 22 or 23	Feb 23	Mar 12	Mar 20
See #1 below	Dec 1	Dec 4	Jan 22	Jan 25 or 26	Feb 9	Feb 19	Feb 22 or 23	Mar 9	Mar 19	Mar 22 or 23	Mar 23	Apr 9	Apr 17

\* Date changed due to holiday/scheduling.

- (1) Applicant is required to meet with TRC members (Pre-application Meeting) to discuss proposed plan. Please submit a sketch plan of the proposed residential master subdivision plan to the Planning Department no later than 5 working days prior to actual pre-application meeting date.
- (2) Applicant submits residential master subdivision plan as indicated in the attached instructions by **12:00 pm** on date indicated above.
- (3) Planning Staff reviews each new application for completeness & notifies applicant if submittal is incomplete by 12:00 pm. If the application is incomplete it will not begin the review cycle until the following month.
- (4) TRC Coordinator compiles TRC member comments and forwards to applicant.
- (5) TRC meeting with applicant. Applicant notified of appointment date and time.
- (6) Applicant re-submits revised plans from TRC comments.
- (7) TRC Coordinator compiles TRC member comments and forwards to applicant.
- (8) TRC meeting with applicant. Applicant notified of appointment date and time.
- (9) Applicant re-submits revised plans from TRC comments.
- (10) TRC Coordinator compiles TRC member comments and forwards to applicant.
- (11) TRC meeting with applicant. Applicant notified of appointment date and time.
- (12) If decision to go to Boards is determined, applicant will be notified by staff. If not, applicant must submit revised plans on the re-submittal date for next month.**
- (13) Planning Board reviews the site plan and makes a recommendation to the Town Council.
- (14) Town Council will consider recommendations from the Planning Board and Planning Department Staff to make a final decision.