



2017 PLANNED UNIT DEVELOPMENT SCHEDULE

Town of Apex, North Carolina

| (1) Pre-application Meeting with TRC is <u>Required</u> | (2) Initial Submittal Date <i>No later Than 12 p.m.</i> | (3) Check Submittal for Completeness Due 12 p.m. | (3) TRC Comments Forwarded to Applicant | (4) TRC Meeting Date (Meeting time TBD) | (5) Re-submittal Date for Revised Plans <i>No later Than 12 p.m.</i> | (6) TRC Comments Forwarded to Applicant | (7) TRC Meeting Date (Time to be Determined) | (8) Submittal Date for Planning Board-Town Council Plan Set <i>No later than 12:00 p.m.</i> | (9) Decision to go to Planning Board-Town Council or Back Through TRC is Made (Submit revised plans on re-submittal date of next month) | (10) Published Notice Posted to Town's Website Planning Board & Town Council | (11) Written Notification Mailed Planning Board & Town Council | (12) Town Council to Set Public Hearing Date | (13) Planning Board Meeting (4:30) | (14) Town Council Meeting (7:00 p.m.) |
|--|---|--|--|--|--|--|---|---|--|--|--|---|---------------------------------------|--|
| See #1 below | Jan 3* | Jan 4 | Jan 23 | Jan 26 or 27 | Jan 13 | Feb 20 | Feb 23 or 24 | Mar 10 | Mar 17 | Mar 24-Apr 18 | Mar 24 | Apr 4 | Apr 10 | Apr 18 |
| See #1 below | Feb 1 | Feb 2 | Feb 20 | Feb 23 or 24 | Feb 10 | Mar 20 | Mar 23 or 24 | Apr 13* | Apr 17 | Apr 21-May 16 | Apr 21 | May 2 | May 8 | May 16 |
| See #1 below | Mar 1 | Mar 2 | Mar 20 | Mar 23 or 24 | Mar 10 | Apr 24 | Apr 27 or 28 | May 12 | May 19 | May 26-June 20 | May 26 | June 6 | June 12 | June 20 |
| See #1 below | Apr 3 | Apr 4 | Apr 24 | Apr 27 or 28 | Apr 13* | May 22 | May 25 or 26 | June 9 | June 16 | June 23-July 18 | June 23 | June 20* | Jul 10 | July 18 |
| See #1 below | May 1 | May 2 | May 22 | May 25 or 26 | May 12 | June 19 | June 22 or 23 | July 14 | July 28 | July 21-Aug 15 | July 21 | Aug 1 | Aug 14 | Aug 15 |
| See #1 below | June 1 | June 2 | June 19 | June 22 or 23 | June 9 | July 24 | July 27 or 28 | Aug 11 | Aug 18 | Aug 25-Sept 19 | Aug 25 | Sept 5 | Sept 11 | Sept 19 |
| See #1 below | July 3 | July 5 | July 24 | July 27 or 28 | July 14 | Aug 21 | Aug 24 or 25 | Sept 15 | Sept 18 | Sept 22-Oct 17 | Sept 22 | Oct 3 | Oct 9 | Oct 17 |
| See #1 below | Aug 1 | Aug 2 | Aug 21 | Aug 24 or 25 | Aug 11 | Sept 25 | Sept 28 or 29 | Oct 13 | Oct 20 | Oct 27 | Oct 27 | Nov 7 | Nov 13 | Nov 21 |
| See #1 below | Sept 1 | Sept 5 | Sept 25 | Sept 28 or 29 | Sept 15 | Oct 23 | Oct 26 or 27 | Nov 9* | Nov 17 | Nov 27* | Nov 27* | Dec 5 | Dec 11 | Dec 19 |
| See #1 below | Oct 2 | Oct 3 | Oct 23 | Oct 26 or 27 | Oct 13 | Nov 20 | Nov 27* | Dec 8 | Dec 15 | Dec 22 | Dec 22 | Jan 2 | Jan 8 | Jan 16 |
| See #1 below | Nov 1 | Nov 2 | Nov 20 | Nov 27* | Nov 9* | Dec 18 | Dec 21 or 22 | Jan 12 | Jan 19 | Jan 26 | Jan 26 | Feb 6 | Feb 12 | Feb 20 |
| See #1 below | Dec 1 | Dec 4 | Dec 18 | Dec 21 or 22* | Jan 12 | Jan 22 | Jan 25 or 26 | Feb 9 | Feb 16 | Feb 23 | Feb 23 | Mar 6 | Mar 12 | Mar 20 |

*Date changed due to holidays/scheduling.

** Legal ads published before decision to go to Board is made in order to meet ordinance requirements.

- (1) Applicant is required to meet with TRC members (Pre-application Meeting) to discuss proposed PD Plan. Please submit a sketch plan of the proposed PD layout to the Planning Department no later than 5 working days prior to the actual pre-application meeting date.
- (2) Applicant submits rezoning petition and PD Plan for PUD as indicated in the attached instructions by **12:00 p.m.** on date indicated above.
- (3) TRC Coordinator compiles TRC member comments and forwards to applicant via e-mail or fax.
- (4) TRC meeting with applicant. Applicant notified of date and time of appointment.
- (5) Applicant re-submits revised PD Plan for PUD from TRC comments.
- (6) TRC Coordinator compiles TRC member comments and forwards to applicant via e-mail or fax.
- (7) 2nd TRC meeting with applicant. Applicant notified of date and time of appointment.
- (8) Applicant re-submits revised PD Plan for PUD from TRC comments.
- (9) **If plans are ready to go to the Planning Board, staff report written by project planner. If not, revised plans to be submitted on the re-submittal date of next month.**
- (10) Planning staff prepares and posts legal advertisement on the Town's website for the public hearing before the Planning Board and Town Council.
- (11) Planning staff prepares and mails via 1st class mail, written notifications to all property owners within 300 feet of the subject site.
- (12) Town Council to set public hearing for the next meeting date.
- (13) Planning Board reviews petition 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.