



2017 MAJOR SITE PLAN SCHEDULE

Town of Apex, North Carolina

(1) Pre-application Meeting with TRC is <u>required</u>	(2) Initial Submittal Date <i>No later than 12:00 p.m.</i>	(3) Check Submittal for Completeness Due 12:00 p.m.	(4) TRC Comments Forwarded to Applicant	(5) TRC Meeting Date (Time to be Determined)	(6) Re-submittal Date for Revised Plans <i>No later than 12:00 p.m.</i>	(7) TRC Comments Forwarded to Applicant	(8) TRC Meeting Date (Time to be Determined)	(9) Submittal Date for Town Council Plan Set <i>No later than 12:00 p.m.</i>	(10) Decision to go to Council or back through TRC is made (Submit revised plans on submittal date of next month)	(11) Published Notice Posted to Town's Website Town Council	(12) Written Notification Mailed Town Council	(13) Town Council Quasi-Judicial Public Hearing (7:00 p.m.)
See #1 below	Jan 3*	Jan 4	Jan 23	Jan 26 or 27	Feb 10	Feb 20	Feb 23 or 24	Mar 3	Mar 10	Mar 17-Apr 4	Mar 17	Apr 4
See #1 below	Feb 1	Feb 2	Feb 20	Feb 23 or 24	Mar 10	Mar 20	Mar 23 or 24	Mar 31	Apr 7	Apr 13*-May 2	Apr 13*	May 2
See #1 below	Mar 1	Mar 2	Mar 20	Mar 23 or 24	Apr 13*	Apr 24	Apr 27 or 28	May 5	May 12	May 1-June 6	May 19	June 6
See #1 below	Apr 3	Apr 4	Apr 24	Apr 27 or 28	May 12	May 22	May 25 or 26	June 2	June 9	June 23- July 18	June 23	July 18*
See #1 below	May 1	May 2	May 22	May 25 or 26	June 9	June 19	June 22 or 23	Jun 30	Jul 7	Jul 14-Aug 1	Jul 14	Aug 1
See #1 below	June 1	June 2	June 19	June 22 or 23	Jul 14	July 24	July 27 or 28	Aug 4	Aug 11	Aug 18-Sept 5	Aug 18	Sept 5
See #1 below	July 3	July 5	July 24	July 27 or 28	Aug 11	July 21	Aug 24 or 25	Sept 1	Sept 8	Sept 15-Oct 3	Sept 15	Oct 3
See #1 below	Aug 1	Aug 2	Aug 21	Aug 24 or 25	Sept 15	Sept 25	Sept 28 or 29	Oct 6	Oct 13	Oct 20-Nov 7	Oct 20	Nov 7
See #1 below	Sept 1	Sept 5	Sept 25	Sept 28 or 29	Oct 13	Oct 23	Oct 26 or 27	Nov 3	Nov 9*	Nov 17-Dec 5	Nov 17	Dec 5
See #1 below	Oct 2	Oct 3	Oct 23	Oct 26 or 27	Nov 9*	Nov 20	Nov 27*	Dec 1	Dec 8	Dec 15-Jan 2	Dec 15	Jan 2
See #1 below	Nov 1	Nov 2	Nov 20	Nov 27*	Dec 8	Dec 18	Dec 21 or 22	Jan 5	Jan 12	Jan 1-Feb 6	Jan 19	Feb 6
See #1 below	Dec 1	Dec 4	Dec 18	Dec 21 or 22	Jan 12	Jan 22	Jan 25 or 26	Feb 2	Feb 9	Feb 16-Mar 6	Feb 16	Mar 6

* Date changed due to holidays/scheduling.

- (1) Applicant is required to meet with TRC members (Pre-application Meeting) to discuss proposed plan. Applicant is required to submit a sketch plan of the proposed major site plan to the Planning Department no later than 5 working days prior to actual pre-application meeting date.
- (2) Applicant submits site plan by **12:00 p.m.** on date indicated above.
- (3) Planning Staff reviews each new application for completeness and 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 via e-mail.
- (5) TRC meeting with applicant. Applicant notified of date and time of appointment.
- (6) Applicant re-submits revised plans addressing TRC comments.
- (7) TRC Coordinator compiles TRC member comments and forwards to applicant via e-mail.
- (8) 2nd TRC meeting with applicant. Applicant notified of date and time of appointment.
- (9) Re-submittal date for revised plans from TRC comments due. This is the Town Council plan set.
- (10) **If plan is ready to go to the Town Council, the applicant will be notified. If not, revised plans are to be submitted on the submittal date of next month.**
- (11) Planning staff prepares and publishes public notice on the Town's website for the public hearings before the Town Council.
- (12) Planning staff prepares and mails written public notifications to all property owners within 300 feet of the subject site.
- (13) Town Council will consider testimony at a quasi-judicial public hearing to make a final decision.