



2016 MAJOR SITE PLAN SCHEDULE

Town of Apex, North Carolina

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

*** Dates changed due to holidays/scheduling.**

- (1) 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 is required to meet with TRC members (Pre-application Meeting) to discuss proposed plan by the date indicated above. **Staff prefers to meet as soon as possible and to not wait until deadline date indicated above.**
- (3) Applicant submits site plan by **12:00 p.m.** on date indicated above.
- (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.
- (10) **If plan is ready to go to the Town Council, a staff report will be written by project planner. If not, revised plans 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.