



# 2016 MASTER SUBDIVISION PLAN SCHEDULE

## Town of Apex, North Carolina

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Sketch Plan Submittal 5 working days prior to pre-application meeting date.	Pre-application meeting with TRC deadline date	Initial Submittal Date  <i>No later than</i> <b>12:00 p.m.</b>	TRC Comments Forwarded to Applicant	TRC Meeting Date (Meeting time to be Determined)	Re-submittal Date for Revised Plans  <i>No later than</i> <b>12:00 p.m.</b>	Decision to go to Board or back through TRC is made. (Submit revised plans on re-submittal date of next month)	Planning Board Meeting (4:30 p.m.)	Town Council Meeting (7:00 p.m.)
See #1 below	Dec 21	Jan 4	Jan 25	Jan 28 or 29	Feb 12	Feb 26	Mar 14	Mar 15
See #1 below	Jan 19*	Feb 1	Feb 22	Feb 25 or 26	Mar 11	Mar 24	Apr 11	Apr 19
See #1 below	Feb 22	Mar 7	Mar 21	Mar 24	Apr 15	Apr 29	May 9	May 17
See #1 below	Mar 21	Apr 4	Apr 25	Apr 28 or 29	May 13	May 27	Jun 13	Jun 21
See #1 below	Apr 18	May 2	May 23	May 26 or 27	June 10	June 24	Jul 11	Jul 19
See #1 below	May 23	June 6	June 20	June 23 or 24	July 15	July 29	Aug 8	Aug 16
See #1 below	June 20	July 1	July 25	July 28 or 29	Aug 12	Aug 26	Sept 12	Sept 20
See #1 below	July 18	Aug 1	Aug 22	Aug 25 or 26	Sept 9	Sept 23	Oct 10	Oct 18
See #1 below	Aug 22	Sept 1	Sept 19	Sept 22 or 23	Oct 14	Oct 28	Nov 14	Nov 15
See #1 below	Sept 19	Oct 3	Oct 24	Oct 27 or 28	Nov 4	Nov 18	Dec 12	Dec 20
See #1 below	Oct 17	Nov 1	Nov 14	Nov 17 or 18*	Dec 9	Dec 22	Jan 9	Jan 17
See #1 below	Nov 21	Dec 1	Dec 19	Dec 22	Jan 13	Jan 27	Feb 13	Feb 21

\* Submittal dates changed due to holiday/scheduling.

- (1) Applicant is required to 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 is required to meet with TRC members (Pre-application Meeting) to discuss proposed plan by the date indicated above. **Staff prefers applicant to meet as soon as possible and to not wait until deadline date indicated above.**
- (3) Applicant submits residential master subdivision plan as indicated in the attached instructions by **12:00 p.m.** on date indicated above.
- (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) **If decision to go to Boards is determined, staff reports written by project planner and forwarded to applicant. If not, applicant must submit revised plans on the re-submittal date for next month.**
- (8) Planning Board reviews the site plan and makes a recommendation to the Town Council.
- (9) Town Council will consider recommendations from the Planning Board and Planning Department Staff to make a final decision.