



2016 REZONING & CONDITIONAL REZONING SCHEDULE

Town of Apex, North Carolina

(1) Pre-application meeting <u>required</u> with Planner	(2) Initial Submittal Date <i>No later than</i> 12:00 p.m.	(3) Planning Staff Reviews Application	(4) Published notice posted to Town's Website Planning Board	(5) Written Notification Mailed Planning Board	(6) Final Signed Conditions due to Planning Department <i>No later than</i> 12:00 p.m.	(7) Planning Board Meeting 1 st Public Hearing	(8) Published notice posted to Town's Website Town Council	(9) Written Notification Mailed Town Council	(10) Town Council to set Public Hearing	(11) Town Council Meeting 2 nd Public Hearing
See #1 below	Jan 4	Jan 4 – Feb 1	Jan 25 – Feb 16	Jan 25	Feb 5	Feb 8	Jan 25 – Feb 16	Jan 25	Feb 2	Feb 16
See #1 below	Feb 1	Feb 1 – Mar 7	Feb 29 – Mar 15	Feb 29	Mar 11	Mar 14	Feb 29 – Mar 15	Feb 29	Mar 1	Mar 15
See #1 below	Mar 7	Mar 7 – Apr 4	Mar 28 – Apr 19	Mar 28	Apr 8	Apr 11	Mar 28 – Apr 19	Mar 28	Apr 5	Apr 19
See #1 below	Apr 4	Apr 4 – May 2	Apr 25 – May 17	Apr 25	May 6	May 9	Apr 25 – May 17	Apr 25	May 3	May 17
See #1 below	May 2	May 2 – June 6	May 31* – June 21	May 31*	Jun 10	Jun 13	May 31* – June 21	May 31*	Jun 7	Jun 21
See #1 below	June 6	June 6 – July 5	Jun 27 – July 19	Jun 27	Jul 8	Jul 11	Jun 27 – July 19	Jun 27	Jul 5	Jul 19
See #1 below	July 1	July 1 – Aug 1	Jul 25 – Aug 16	Jul 25	Aug 5	Aug 8	Jul 25 – Aug 16	Jul 25	Aug 2	Aug 16
See #1 below	Aug 1	Aug 1 – Sept 6*	Aug 29 – Sept 20	Aug 29	Sept 9	Sept 12	Aug 29 – Sept 20	Aug 29	Sept 6	Sept 20
See #1 below	Sept 1	Sept 1 – Oct 3	Sept 26 – Oct 18	Sept 26	Oct 7	Oct 10	Sept 26 – Oct 18	Sept 26	Oct 4	Oct 18
See #1 below	Oct 3	Oct 3 – Nov 7	Oct 31 – Nov 15	Oct 31	Nov 10*	Nov 14	Oct 31 – Nov 15	Oct 31	Nov 1	Nov 15
See #1 below	Nov 1	Nov 1 – Dec 5	Nov 28 – Dec 20	Nov 28	Dec 9	Dec 12	Nov 28 – Dec 20	Nov 28	Dec 6	Dec 20
See #1 below	Dec 1	Dec 1 – Jan 3	Dec 22* – Jan 17	Dec 22*	Jan 6	Jan 9	Dec 22* – Jan 17	Dec 22*	Jan 3	Jan 17

* Dates changed due to holidays/scheduling.

NOTE: If this rezoning petition is for a TND, PUD, or MEC, please refer to the PD Plan Schedule.

- (1) Applicant is **required** to meet with a Planner at a pre-application meeting to discuss rezoning or conditional zoning petition.
- (2) Applicant submits petition as indicated in the attached instructions by **12:00 p.m.** on the date indicated above.
- (3) Staff reviews petition for completeness, writes staff report. Incomplete applications are returned to applicant.
- (4) Staff prepares and posts legal advertisement to the Town's website for the Planning Board public hearing.
- (5) Planning staff prepares and mails, via 1st class mail, written notification of the Planning Board public hearing to all property owners within 300 feet of the subject property.
- (6) Final signed conditions due to Planning Department. This is the last day staff can accept revised conditions associated with a conditional zoning case.
- (7) The Planning Board reviews petition and makes a recommendation to the Town Council.
- (8) Staff prepares and posts legal advertisement to the Town's website for the Town Council public hearing.
- (9) Planning staff prepares and mails, via 1st class mail, written notification of the Town Council public hearing to all property owners within 300 feet of the subject property.
- (10) Town Council to set public hearing for the next meeting date.
- (11) Town Council will consider recommendations from the Planning Board and Planning Department Staff to make a final decision.