



2019 MINOR 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) Decision is made; staff level approval or back to TRC |
|--|--|---|--|--|---|--|
| See #1 below | Jan 2* | Jan 3 | Jan 22* | Jan 24 or 25 | Feb 8 | Feb 21* or 22* |
| See #1 below | Feb 1 | Feb 4 | Feb 18* | Feb 21* or 22* | Mar 8 | Mar 28 or 29 |
| See #1 below | Mar 1 | Mar 4 | Mar 25 | Mar 28 or 29 | Apr 12 | Apr 25 or 26 |
| See #1 below | Apr 1 | Apr 2 | Apr 22 | Apr 25 or 26 | May 10 | May 23 or 24 |
| See #1 below | May 1 | May 2 | May 20 | May 23 or 24 | June 7 | June 27 or 28 |
| See #1 below | June 3 | June 4 | June 24 | June 27 or 28 | Jul 12 | July 25 or 26 |
| See #1 below | July 1 | July 2 | July 22 | July 25 or 26 | Aug 9 | Aug 22 or 23 |
| See #1 below | Aug 1 | Aug 2 | Aug 19 | Aug 22 or 23 | Sept 13 | Sept 26 or 27 |
| See #1 below | Sept 3* | Sept 4 | Sept 23 | Sept 26 or 27 | Oct 11 | Oct 24 or 25 |
| See #1 below | Oct 1 | Oct 2 | Oct 21 | Oct 24 or 25 | Nov 8 | Nov 21* or 22* |
| See #1 below | Nov 1 | Nov 4 | Nov 18* | Nov 21* or 22* | Dec 6 | Dec 19* or 20* |
| See #1 below | Dec 2 | Dec 3 | Dec 16* | Dec 19* or 20* | Jan 10 | Jan 23 or 24 |

* Date changed due to holiday/scheduling.

- (1) Applicant is required to meet with TRC members (Pre-application Meeting) to discuss proposed plan. Please submit a sketch plan of the proposed minor site plan to the Planning Department no later than 5 working days prior to actual pre-application meeting date.
- (2) Applicant submits minor site plan as indicated in the application 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 if all missing items are submitted.
- (4) TRC Coordinator compiles TRC member comments and forwards to applicant via e-mail.
- (5) TRC meeting with applicant. Applicant notified in advance of appointment date and time.
- (6) Applicant re-submits revised plans and responses to TRC comments.
- (7) ***If plan complies with Section 2.3.6 E Standards, a notice of approval will be sent to applicant. If it does not comply with the standards, it must be resubmitted for TRC review.***