



# 2019 SPECIAL USE PERMIT 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 Sufficiency  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 2*	Jan 3	Jan 22*	Jan 24 or 25	Feb 8	Feb 18*	Feb 21* or 22*	Mar 1	Mar 8	Mar 15 - Apr 2	Mar 15	Apr 2
See #1 below	Feb 1	Feb 4	Feb 18*	Feb 21* or 22*	Mar 8	Mar 25	Mar 28 or 29	Apr 5	Apr 12	Apr 18 - May 7	Apr 18	May 7
See #1 below	Mar 1	Mar 4	Mar 25	Mar 28 or 29	Apr 12	Apr 22	Apr 25 or 26	May 3	May 10	May 17 - June 4	May 17	June 4
See #1 below	Apr 1	Apr 2	Apr 22	Apr 25 or 26	May 10	May 20	May 23 or 24	May 31	June 7	June 21 - July 16	June 21	July 16
See #1 below	May 1	May 2	May 20	May 23 or 24	June 7	June 24	June 27 or 28	July 5	Jul 12	Jul 19 - Aug 6	Jul 19	Aug 6
See #1 below	June 3	June 4	June 24	June 27 or 28	Jul 12	July 22	July 25 or 26	Aug 2	Aug 9	Aug 16 - Sept 3	Aug 16	Sept 3
See #1 below	July 1	July 2	July 22	July 25 or 26	Aug 9	Aug 19	Aug 22 or 23	Aug 30	Sept 6	Sept 13 - Oct 1	Sept 13	Oct 1
See #1 below	Aug 1	Aug 2	Aug 19	Aug 22 or 23	Sept 13	Sept 23	Sept 26 or 27	Oct 4	Oct 11	Oct 18 - Nov 6*	Oct 18	Nov 6*
See #1 below	Sept 3*	Sept 4	Sept 23	Sept 26 or 27	Oct 11	Oct 21	Oct 24 or 25	Nov 1	Nov 8	Nov 15 - Dec 3	Nov 15	Dec 3
See #1 below	Oct 1	Oct 2	Oct 21	Oct 24 or 25	Nov 8	Nov 18*	Nov 21* or 22*	Nov 27	Dec 6	Dec 13 - Jan 7	Dec 13	Jan 7
See #1 below	Nov 1	Nov 4	Nov 18*	Nov 21* or 22*	Dec 6	Dec 16*	Dec 19* or 20*	Jan 3	Jan 10	Jan 17 - Feb 4	Jan 17	Feb 4
See #1 below	Dec 2	Dec 3	Dec 16*	Dec 19* or 20*	Jan 10	Jan 21*	Jan 23 or 24	Jan 31	Feb 7	Feb 14 - Mar 3	Feb 14	Mar 3

\* Date changed due to holidays/scheduling. \*\*Schedule for residential subdivision will follow the master subdivision plan schedule"

- (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 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 addressing TRC comments.
- (7) TRC Coordinator compiles TRC member comments and forwards to applicant via e-mail.
- (8) 2<sup>nd</sup> TRC meeting with applicant. Applicant notified in advance of appointment date and time.
- (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 hearing before the Town Council.
- (12) Planning staff prepares and mails written public notice 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.