



2020 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 <i>Time to be Determined</i>	(6) Re-submittal Date for Revised Plans <i>No later than 12:00 p.m.</i>	(7) Decision is made; TRC approval or resubmittal required
See #1 below	Jan 2*	Jan 3	Jan 21*	Jan 23 or 24	Feb 14	Feb 27 or 28
See #1 below	Feb 3	Feb 4	Feb 24	Feb 27 or 28	Mar 13	Mar 26 or 27
See #1 below	Mar 2	Mar 3	Mar 23	Mar 26 or 27	Apr 9*	Apr 23 or 24
See #1 below	Apr 1	Apr 2	Apr 20	Apr 23 or 24	May 15	May 28 or 29
See #1 below	May 1	May 4	May 26*	May 28 or 29	June 12	June 25 or 26
See #1 below	June 1	June 2	June 22	June 25 or 26	July 10	July 23 or 24
See #1 below	July 1	July 2	July 20	July 23 or 24	Aug 14	Aug 27 or 28
See #1 below	Aug 3	Aug 4	Aug 24	Aug 27 or 28	Sept 11	Sept 24 or 25
See #1 below	Sept 1	Sept 2	Sept 21	Sept 24 or 25	Oct 9	Oct 22 or 23
See #1 below	Oct 1	Oct 2	Oct 19	Oct 22 or 23	Nov 6	Nov 19* or 20*
See #1 below	Nov 2	Nov 3	Nov 16*	Nov 19* or 20*	Dec 4	Dec 17* or 18*
See #1 below	Dec 1	Dec 2	Dec 14*	Dec 17* or 18*	Jan 15	Jan 28 or 29

* 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.***