



2020 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 <i>Time to be Determined</i>	(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 <i>Time to be Determined</i>	(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 (6:00 p.m.)
See #1 below	Jan 2*	Jan 3	Jan 21*	Jan 23 or 24	Feb 14	Feb 24	Feb 27 or 28	Mar 6	Mar 13	Mar 20 - Apr 7	Mar 20	Apr 7
See #1 below	Feb 3	Feb 4	Feb 24	Feb 27 or 28	Mar 13	Mar 23	Mar 26 or 27	Apr 3	Apr 9*	Apr 17 - May 5	Apr 17	May 5
See #1 below	Mar 2	Mar 3	Mar 23	Mar 26 or 27	Apr 9*	Apr 20	Apr 23 or 24	May 1	May 8	May 15 - June 2	May 15	June 2
See #1 below	Apr 1	Apr 2	Apr 20	Apr 23 or 24	May 15	May 26*	May 28 or 29	June 5	June 12	June 26 - July 21	June 26	July 21
See #1 below	May 1	May 4	May 26*	May 28 or 29	June 12	June 22	June 25 or 26	July 2*	July 10	July 17 - Aug 4	Jul 17	Aug 4
See #1 below	June 1	June 2	June 22	June 25 or 26	July 10	July 20	July 23 or 24	July 31	Aug 7	Aug 14 - Sept 1	Aug 14	Sept 1
See #1 below	July 1	July 2	July 20	July 23 or 24	Aug 14	Aug 24	Aug 27 or 28	Sept 4	Sept 11	Sept 18 - Oct 6	Sept 18	Oct 6
See #1 below	Aug 3	Aug 4	Aug 24	Aug 27 or 28	Sept 11	Sept 21	Sept 24 or 25	Oct 2	Oct 9	Oct 16 - Nov 4	Oct 16	Nov 4
See #1 below	Sept 1	Sept 2	Sept 21	Sept 24 or 25	Oct 9	Oct 19	Oct 22 or 23	Oct 30	Nov 6	Nov 13 - Dec 1	Nov 13	Dec 1
See #1 below	Oct 1	Oct 2	Oct 19	Oct 22 or 23	Nov 6	Nov 16*	Nov 19* or 20*	Nov 25*	Dec 4	Dec 18 - Jan 12	Dec 18	Jan 12
See #1 below	Nov 2	Nov 3	Nov 16*	Nov 19* or 20*	Dec 4	Dec 14*	Dec 17* or 18*	Jan 4*	Jan 8	Jan 15 - Feb 9	Jan 15	Feb 9
See #1 below	Dec 1	Dec 2	Dec 14*	Dec 17* or 18*	Jan 15	Jan 25	Jan 28 or 29	Feb 1	Feb 5	Feb 12 - Mar 9	Feb 12	Mar 9

* 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 Special Use Permit. Applicant is required to submit a sketch plan of the plan associated with the Special Use Permit 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) 2nd 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.