



2021 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 4*	Jan 4-5	Jan 25	Jan 28 or 29	Feb 12	Feb 25 or 26
See #1 below	Feb 1	Feb 1-2	Feb 22	Feb 25 or 26	Mar 12	Mar 25 or 26
See #1 below	Mar 1	Mar 1-2	Mar 22	Mar 25 or 26	Apr 9	Apr 22 or 23
See #1 below	Apr 1	Apr 1-2	Apr 19	Apr 22 or 23	May 14	May 27 or 28
See #1 below	May 3	May 3-4	May 24	May 27 or 28	June 11	June 24 or 25
See #1 below	June 1	Jun 1-2	June 21	June 24 or 25	July 9	July 22 or 23
See #1 below	July 1	July 1-2	July 19	July 22 or 23	Aug 13	Aug 26 or 27
See #1 below	Aug 2	Aug 2-3	Aug 23	Aug 26 or 27	Sept 10	Sept 23 or 24
See #1 below	Sept 1	Sept 1-2	Sept 20	Sept 23 or 24	Oct 15	Oct 28 or 29
See #1 below	Oct 1	Oct 1-2	Oct 25	Oct 28 or 29	Nov 5*	Nov 18* or 19*
See #1 below	Nov 1	Nov 1-2	Nov 15*	Nov 18* or 19*	Dec 3*	Dec 16* or 17*
See #1 below	Dec 1	Dec 1-2	Dec 13*	Dec 16* or 17*	Jan 14	Jan 27 or 28

* 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.**