



2021 PLANNED UNIT DEVELOPMENT SCHEDULE

Town of Apex, North Carolina

*Date changed due to holidays/scheduling

(1) Pre-application Meetings with TRC and EAB are <u>Required</u>	(2) Initial Submittal Date <i>Due 12:00 pm</i>	(3) Staff Reviews Submittal for Completeness <i>Due 12:00 pm</i>	(4) TRC Comments Forwarded to Applicant	(5) TRC Meeting Date <i>Time to be Determined</i>	(6) Re-submittal Date for Revised Plans <i>Due 12:00 pm</i>	(7) TRC Comments Forwarded to Applicant	(8) TRC Meeting Date <i>Time to be Determined</i>	(9) Submittal Date for Planning Board-Town Council Plan Set <i>Due 12:00 pm</i>	(10) Decision to go to Public Hearings or Back Through TRC	(11) Published Notice Posted to Town's Website Planning Board & Town Council		(12) Written Notification Mailed Planning Board & Town Council	(13) Planning Board Meeting 4:30 pm	(14) Town Council to Set Public Hearing Date	(15) Town Council Meeting 6:00 pm
See #1 below	Jan 4*	Jan 4-5	Jan 25	Jan 28 or 29	Feb 12	Feb 22	Feb 25 or 26	Mar 12	Mar 25	PB: Mar 26 TC: Apr 5*	- Apr 12 - Apr 27	PB: Mar 29 TC: Apr 5*	Apr 12	Apr 13	Apr 27
See #1 below	Feb 1	Feb 1-2	Feb 22	Feb 25 or 26	Mar 12	Mar 22	Mar 25 or 26	Apr 9	Apr 22	PB: Apr 23 TC: Apr 30	- May 10 - May 25	PB: Apr 23 TC: Apr 30	May 10	May 11	May 25
See #1 below	Mar 1	Mar 1-2	Mar 22	Mar 25 or 26	Apr 9	Apr 19	Apr 22 or 23	May 14	May 27	May 28	- June 22	May 28	June 14	June 8	June 22
See #1 below	Apr 1	Apr 1-5	Apr 19	Apr 22 or 23	May 14	May 24	May 27 or 28	June 11	June 24	PB: June 25 TC: July 2	- July 12 - July 27	PB: June 25 TC: July 2	Jul 12	July 13	July 27
See #1 below	May 3	May 3-4	May 24	May 27 or 28	June 11	June 21	June 24 or 25	July 9	July 22	PB: July 23 TC: July 30	- Aug 9 - Aug 24	PB: July 23 TC: July 30	Aug 9	Aug 10	Aug 24
See #1 below	June 1	Jun 1-2	June 21	June 24 or 25	July 9	July 19	July 22 or 23	Aug 13	Aug 26	PB: Aug 27 TC: Sept 3	- Sept 13 - Sept 28	PB: Aug 27 TC: Sept 3	Sept 13	Sept 14	Sept 28
See #1 below	July 1	July 1-2	July 19	July 22 or 23	Aug 13	Aug 23	Aug 26 or 27	Sept 10	Sept 23	PB: Sept 24 TC: Oct 1	- Oct 11 - Oct 26	PB: Sept 24 TC: Oct 1	Oct 11	Oct 12	Oct 26
See #1 below	Aug 2	Aug 2-3	Aug 23	Aug 26 or 27	Sept 10	Sept 20	Sept 23 or 24	Oct 15	Oct 28	PB: Oct 25* TC: Oct 29	- Nov 8 - Nov 23	PB: Oct 25* TC: Oct 29	Nov 8	Nov 9	Nov 23
See #1 below	Sept 1	Sept 1-2	Sept 20	Sept 23 or 24	Oct 15	Oct 25	Oct 28 or 29	Nov 5*	Nov 18*	PB: Nov 24 TC: Dec 3	- Dec 13 - Dec 28	PB: Nov 24 TC: Dec 3	Dec 13	Dec 14	Dec 28
See #1 below	Oct 1	Oct 1-4	Oct 25	Oct 28 or 29	Nov 5*	Nov 15*	Nov 18* or 19*	Dec 3*	Dec 16*	PB: Dec 22* TC: Jan 4*	- Jan 10 - Jan 25	PB: Dec 22* TC: Jan 4*	Jan 10	Jan 11	Jan 25
See #1 below	Nov 1	Nov 1-2	Nov 15*	Nov 18* or 19*	Dec 3*	Dec 13*	Dec 16* or 17*	Jan 14	Jan 27	Jan 28	- Feb 22	Jan 28	Feb 14	Feb 8	Feb 22
See #1 below	Dec 1	Dec 1-2	Dec 13*	Dec 16* or 17*	Jan 14	Jan 24	Jan 27 or 28	Feb 11	Feb 24	Feb 25	- Mar 22	Feb 25	Mar 14	Mar 8	Mar 22

- (1) Applicant is required to meet with TRC members (Pre-application Meeting) to discuss the proposed PD Plan. Please submit a sketch plan of the proposed PD layout to the Planning Department no later than 5 working days prior to the actual pre-application meeting date. Applicant is also required to meet with the Environmental Advisory Board (EAB) prior to submittal. Please schedule this meeting no later than 1 week prior to the EAB meeting.
- (2) Applicant submits rezoning petition and PD Plan for PUD as indicated in the application by **12:00 p.m.** on date indicated above.
- (3) Staff reviews petition for completeness. Incomplete applications are returned to applicant.
- (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 PD Plan for PUD and responses to 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 date and time of appointment.
- (9) Applicant re-submits revised PD Plan for PUD and responses to TRC comments.
- (10) **If plans are ready to go to the Planning Board, staff report written by project planner. If not, revised plans to be submitted on the re-submittal date of next month.**
- (11) Planning staff prepares and posts legal advertisement on the Town's website for the public hearings before the Planning Board and Town Council.
- (12) Planning staff prepares and mails via 1st class mail, written notifications to all property owners within 300 feet of the subject site.
- (13) Planning Board holds a public hearing and makes a recommendation to the Town Council.
- (14) Town Council to set public hearing for the next meeting date unless otherwise noted.
- (15) Town Council holds a public hearing and will consider recommendations from the Planning Board and Planning Department Staff in order to make a final decision.