



2022 MINOR AND MAJOR SITE PLAN SCHEDULE

Town of Apex, North Carolina

(1) Pre-application meeting with TRC is <u>required</u>	(2) Initial Submittal Date <i>Due 12:00 p.m.</i>	(3) Staff Reviews Submittal for Completeness <i>Due 12:00 p.m.</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 p.m.</i>	(7) Decision made to issue TRC approval or require resubmittal
See #1 below	Jan 3	Jan 3-4	Jan 24	Jan 27 or 28	Feb 11	Feb 24 or 25
See #1 below	Feb 1	Feb 1-2	Feb 21	Feb 24 or 25	Mar 11	Mar 24 or 25
See #1 below	Mar 1	Mar 1-2	Mar 21	Mar 24 or 25	Apr 8	Apr 28 or 29
See #1 below	Apr 1	Apr 1-4	Apr 25	Apr 28 or 29	May 13	May 26 or 27
See #1 below	May 2	May 2-3	May 23	May 26 or 27	June 10	June 23 or 24
See #1 below	June 1	Jun 1-2	June 21*	June 23 or 24	July 8	July 28 or 29
See #1 below	July 1	July 1-5*	July 25	July 28 or 29	Aug 12	Aug 25 or 26
See #1 below	Aug 1	Aug 1-2	Aug 22	Aug 25 or 26	Sept 9	Sept 22 or 23
See #1 below	Sept 1	Sept 1-2	Sept 19	Sept 22 or 23	Oct 14	Oct 27 or 28
See #1 below	Oct 3	Oct 3-4	Oct 24	Oct 27 or 28	Nov 4*	Nov 17* or 18*
See #1 below	Nov 1	Nov 1-2	Nov 14*	Nov 17* or 18*	Dec 2*	Dec 15* or 16*
See #1 below	Dec 1	Dec 1-2	Dec 12*	Dec 15* or 16*	Jan 13	Jan 26 or 27

* 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 or Major Site Plan to the Department of Planning and Community Development no later than 5 working days prior to actual pre-application meeting date.
- (2) Applicant submits Minor or Major 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 Sec. 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.***