



2026 SPECIAL USE PERMIT SCHEDULE

Town of Apex, North Carolina

*Date changed due to holidays/scheduling

**Due to the very short review schedule in 2026, all November resubmittals will receive comments in December and all December resubmittals will receive comments in January. Depending on the number of comments and number of plans in review, comments may be issued in the month of resubmittal.

***Due to scheduling conflicts, there will be no TRC meetings with applicants in the month of December. TRC members will discuss the projects and applicants may work with TRC members individually to resolve issues.

(1) Pre-application Meeting with TRC is required	(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>By appointment</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>By appointment</i>	(9) Submittal Date for Board of Adjustment Plan Set <i>Due 12:00 pm</i>	(10) TRC Comments Forwarded to Applicant	(11) Decision to go to Board of Adjustment or resubmittal required	(12) Published notice posted to Town's Website and written notifications mailed	(13) Agenda packet uploaded to Town's website & sent to Board of Adjustment members & applicant	(14) Board of Adjustment Quasi-Judicial Public Hearing 6:00 p.m.
See #1 below	Jan 2*	Jan 2*-3	Feb 23	Feb 26 or 27	Mar 6	Mar 23	Mar 26 or 27	Apr 2*	Apr 20	Apr 23 or 24	May 4	May 12	May 19
See #1 below	Feb 2	Feb 2-3	Mar 23	Mar 26 or 27	Apr 2*	Apr 20	Apr 23 or 24	May 1	May 26*	May 28 or 29	June 1	June 9	June 16
See #1 below	Mar 2	Mar 2-3	Apr 20	Apr 23 or 24	May 1	May 26*	May 28 or 29	June 5	June 22	June 25 or 26	June 29	July 7	July 21
See #1 below	Apr 1	Apr 1-2	May 26*	May 28 or 29	June 5	June 22	June 25 or 26	July 2*	July 20	July 23 or 24	Aug 3	Aug 11	Aug 18
See #1 below	May 1	May 1-4	June 22	June 25 or 26	July 2*	July 20	July 23 or 24	Aug 7	Aug 24	Aug 27 or 28	Aug 31	Sept 8	Sept 15
See #1 below	June 1	June 1-2	July 20	July 23 or 24	Aug 7	Aug 24	Aug 27 or 28	Sept 4	Sept 21	Sept 24 or 25	Oct 5	Oct 13	Oct 20
See #1 below	July 1	July 1-2	Aug 24	Aug 27 or 28	Sept 4	Sept 21	Sept 24 or 25	Oct 2	Oct 19	Oct 22 or 23	Nov 2	Nov 10	Nov 17
See #1 below	Aug 3	Aug 3-4	Sept 21	Sept 24 or 25	Oct 2	Oct 19	Oct 22 or 23	Nov 2*	Nov 16 or Dec 14**	No TRC***	Nov 30	Dec 9	Dec 15
See #1 below	Sept 1	Sept 1-2	Oct 19	Oct 22 or 23	Nov 2*	Nov 16 or Dec 14**	No TRC***	Dec 1*	Dec 14 or Jan 25**	No TRC***	Jan 4	Jan 12	Jan 19
See #1 below	Oct 1	Oct 1-2	Nov 16*	Nov 19* or 20*	Dec 1*	Dec 14 or Jan 25**	No TRC***	Jan 8	Jan 25	Jan 28 or 29	Feb 1	Feb 9	Feb 16
See #1 below	Nov 2	Nov 2-3	Dec 14*	No TRC***	Jan 8	Jan 25	Jan 28 or 29	Feb 5	Feb 22	Feb 25 or 26	Mar 1	Mar 9	Mar 16
See #1 below	Dec 1	Dec 1-2	Jan 25	Jan 28 or 29	Feb 5	Feb 22	Feb 25 or 26	Mar 5	Mar 22	Mar 25 or 26	Apr 5	Apr 13	Apr 20

- (1) Applicant is required to meet with Technical Review Committee (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 and Special Use Permit application by **12:00 p.m.** on date indicated above.
- (3) Planning Staff reviews 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 Board of Adjustment plan set.
- (10) TRC Coordinator compiles TRC member comments and forwards to applicant via e-mail.
- (11) ***If plan is ready to go to the Board of Adjustment, the applicant will be notified. If not, revised plans are to be submitted on the submittal date of next month.***
- (12) Staff prepares and posts legal advertisement to the Town's website and written notifications mailed to adjacent property owners, tenants, and neighborhood associations within 300' of the subject property.
- (13) Board of Adjustment agenda packets mailed or delivered.
- (14) The Board of Adjustment holds a quasi-judicial public hearing and considers the application, staff report, relevant support materials, and public testimony given to make a final decision.