



2025 PLANNED UNIT DEVELOPMENT SCHEDULE

Town of Apex, North Carolina

*Date changed due to holidays/scheduling

**Decision whether application is ready to go to public hearings is made before TRC meeting date.

***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 and Neighborhood Meeting Required	(2) Initial Submittal Date <i>Due 12:00 pm</i>	(3) Staff Reviews Submittal for Completeness	(4) Meeting with EAB Required 6:00 pm	(5) TRC Comments Forwarded to Applicant	(6) TRC Meeting Date <i>Time to be Determined</i>	(7) Re-submittal Date for Revised Plans <i>Due 12:00 pm</i>	(8) TRC Comments Forwarded to Applicant	(9) TRC Meeting Date <i>Time to be Determined</i>	(10) Re-submittal Date for Revised Plans <i>Due 12:00 pm</i>	(11) Submit Report of Second Required Neighborhood Meeting <i>Due 12:00 pm</i>	(12) TRC Meeting Date; Decision to go to Public Hearings or Back Through TRC	(13) Published Notice Posted to Town's Website Planning Board (PB) & Town Council (TC)	(14) Written Notification Mailed Planning Board (PB) & Town Council (TC)	(15) Planning Board Meeting 4:30 pm	(16) Town Council Meeting 6:00 pm	
See #1 below	Jan 2*	Jan 2*-3	Jan 16 or Feb 20	Feb 21	Feb 27 or 28	Mar 7	Mar 21	Mar 27 or 28	Apr 4	Apr 23	Apr 24 or 25	PB: Apr 25 TC: May 2	May 12 May 27	PB: Apr 25 TC: May 2	May 12	May 27
See #1 below	Feb 3	Feb 3-4	Feb 20 or Mar 20	Mar 21	Mar 27 or 28	Apr 4	Apr 17*	Apr 24 or 25	May 2	May 21	May 22 or 23	PB: May 23 TC: May 30	June 9 June 24	PB: May 23 TC: May 30	June 9	June 24
See #1 below	Mar 3	Mar 3-4	Mar 20 or Apr 17	Apr 17*	Apr 24 or 25	May 2	May 16	May 22 or 23	June 6	June 25	June 26 or 27	PB: June 27 TC: July 18	July 14 Aug 12*	PB: June 27 TC: July 18	July 14	Aug 12*
See #1 below	Apr 1	Apr 1-2	Apr 17 or May 15	May 16	May 22 or 23	June 6	June 20	June 26 or 27	July 3*	July 23	July 24 or 25	PB: July 25 TC: Aug 4	Aug 11 Aug 26	PB: July 25 TC: Aug 1	Aug 11	Aug 26
See #1 below	May 1	May 1-2	May 15 or June 12*	June 20	June 26 or 27	July 3*	July 18	July 24 or 25	Aug 8	Aug 20	Aug 28 or 29**	PB: Aug 22 TC: Aug 29	Sept 8 Sept 23	PB: Aug 22 TC: Aug 29	Sept 8	Sept 23
See #1 below	June 2	June 2-3	June 12* or July 17	July 18	July 24 or 25	Aug 8	Aug 22	Aug 28 or 29	Sept 5	Sept 24	Sept 25 or 26	PB: Sept 26 TC: Oct 3	Oct 13 Oct 28	PB: Sept 26 TC: Oct 3	Oct 13	Oct 28
See #1 below	July 1	July 1-2	July 17 or Aug 21	Aug 22	Aug 28 or 29	Sept 5	Sept 19	Sept 25 or 26	Oct 3	Oct 22	Oct 23 or 24	PB: Oct 24 TC: Nov 14	Nov 10 Dec 9*	PB: Oct 24 TC: Nov 14	Nov 10	Dec 9*
See #1 below	Aug 1	Aug 1-4	Aug 21 or Sept 18	Sept 19	Sept 25 or 26	Oct 3	Oct 17	Oct 23 or 24	Nov 3*	Nov 19	Nov 20 or 21	PB: Nov 21 TC: Dec 19	Dec 8 Jan 13*	PB: Nov 21 TC: Dec 19	Dec 8	Jan 13*
See #1 below	Sept 2*	Sept 2*-3	Sept 18 or Oct 16	Oct 17	Oct 23 or 24	Nov 3*	Nov 14*	Nov 20* or 21*	Dec 1*	Dec 17	No TRC****	PB: Dec 19 TC: Jan 2	Jan 12 Jan 27	PB: Dec 19 TC: Jan 2	Jan 12	Jan 27
See #1 below	Oct 1	Oct 1-2	Oct 16 or Nov 20	Nov 14*	Nov 20* or 21*	Dec 1*	Dec 12*	No TRC****	Jan 2	Jan 21	Jan 22 or 23	PB: Jan 23 TC: Jan 30	Feb 9 Feb 24	PB: Jan 23 TC: Jan 30	Feb 9	Feb 24
See #1 below	Nov 3	Nov 3-4	Nov 20 or Dec 18	Dec 12*	No TRC****	Jan 2	Jan 16	Jan 22 or 23	Feb 6	Feb 18	Feb 26 or 27**	PB: Feb 20 TC: Feb 27	Mar 9 Mar 24	PB: Feb 20 TC: Feb 27	Mar 9	Mar 24
See #1 below	Dec 1	Dec 1-2	Dec 18 or Jan 15	Jan 16	Jan 22 or 23	Feb 6	Feb 20	Feb 26 or 27	Mar 6	Mar 25	Mar 26 or 27	PB: Mar 27 TC: Apr 3	Apr 13 Apr 28	PB: Mar 27 TC: Apr 3	Apr 13	Apr 28

- (1) A pre-application meeting with TRC members is required prior to mailing notices for the 1st Neighborhood Meeting. Please submit the [Rezoning Pre-Application Meeting Request Form](#) & supporting documents to the Planning Department no later than 5 working days prior to the meeting date.
- (2) Applicant submits PUD-CZ application & PD Plan for PUD as indicated in the application by **12:00 p.m.**
- (3) Staff reviews petition for completeness. Incomplete applications are returned to applicant.
- (4) Applicant is required to meet with the Environmental Advisory Board (EAB) after application submittal. The meeting must occur at least one (1) month prior to the first public hearing notification date in order to maintain the published schedule. To request to be on the EAB agenda, applicants must contact Senior Program Support Specialist Lindley Paynter (lindley.paynter@apexnc.org) at least five (5) working days prior to the desired EAB meeting.
- (5) TRC Coordinator compiles TRC member comments and forwards to applicant via e-mail.
- (6) TRC meeting with applicant. Applicant notified in advance of date and time of appointment.
- (7) Applicant re-submits revised application and/or PD Plan for PUD in response to TRC comments.
- (8) TRC Coordinator compiles TRC member comments and forwards to applicant via e-mail.
- (9) 2nd TRC meeting with applicant. Applicant notified in advance of date and time of appointment.

- (10) Applicant re-submits revised PD Plan for PUD and responses to TRC comments.
- (11) 2nd Neighborhood Meeting is required to be held in the month preceding the anticipated public hearing date. Neighborhood Meeting Report must be submitted to staff by date indicated.
- (12) 3rd TRC meeting with applicant. Applicant notified in advance of date and time of appointment. Decision made to proceed to public hearing or require resubmittal.
- (13) Planning staff prepares and posts legal advertisement on the Town's website for the public hearing before the Planning Board and Town Council.
- (14) Planning staff prepares and mails written notifications to all property owners, tenants, and neighborhood associations within 300 feet of the subject site.
- (15) Planning Board holds a public hearing and reviews petition in order to make a recommendation to the Town Council.
- (16) Town Council holds a public hearing and also considers recommendations from the Planning Board and Planning Staff to make a final decision. **After the public hearing, the Town Council will either vote to continue action on the petition to a subsequent meeting or vote to approve, approve with conditions, or disapprove the rezoning.** Town Council holds a public hearing and will consider recommendations from the Planning Board and Planning Staff in order to make a final decision.