



2025 SPECIAL USE PERMIT SCHEDULE

Town of Apex, North Carolina

*Date changed due to holidays/scheduling

**Due to the very short review schedule in 2025, all November resubmittals will receive comments in December.

***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 <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>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 24	Feb 27 or 28	Mar 7	Mar 24	Mar 27 or 28	Apr 4	Apr 21	Apr 24 or 25	May 5	May 13	May 20
See #1 below	Feb 3	Feb 3-4	Mar 24	Mar 27 or 28	Apr 4	Apr 21	Apr 24 or 25	May 2	May 19	May 22 or 23	June 2	June 10	June 17
See #1 below	Mar 3	Mar 3-4	Apr 21	Apr 24 or 25	May 2	May 19	May 22 or 23	June 6	June 23	June 26 or 27	June 30	July 8	July 15
See #1 below	Apr 1	Apr 1-2	May 19	May 22 or 23	June 6	June 23	June 26 or 27	July 3*	July 21	July 24 or 25	Aug 4	Aug 12	Aug 19
See #1 below	May 1	May 1-2	June 23	June 26 or 27	July 3*	July 21	July 24 or 25	Aug 8	Aug 25	Aug 28 or 29	Aug 29*	Sept 9	Sept 16
See #1 below	June 2	June 2-3	July 21	July 24 or 25	Aug 8	Aug 25	Aug 28 or 29	Sept 5	Sept 22	Sept 25 or 26	Oct 6	Oct 14	Oct 21
See #1 below	July 1	July 1-2	Aug 25	Aug 28 or 29	Sept 5	Sept 22	Sept 25 or 26	Oct 3	Oct 20	Oct 23 or 24	Nov 3	Nov 10*	Nov 18
See #1 below	Aug 1	Aug 1-4	Sept 22	Sept 25 or 26	Oct 3	Oct 20	Oct 23 or 24	Nov 3*	Dec 15***	No TRC****	Dec 1	Dec 9	Dec 16
See #1 below	Sept 2*	Sept 2*-3	Oct 20	Oct 23 or 24	Nov 3*	Dec 15***	No TRC****	Jan 2	Jan 20*	Jan 22 or 23	Jan 5	Jan 13	Jan 20
See #1 below	Oct 1	Oct 1-2	Nov 17*	Nov 20* or 21*	Dec 1*	Dec 15*	No TRC****	Jan 2	Jan 20*	Jan 22 or 23	Feb 2	Feb 10	Feb 17
See #1 below	Nov 3	Nov 3-4	Dec 15*	No TRC****	Jan 2	Jan 20*	Jan 22 or 23	Feb 6	Feb 23	Feb 26 or 27	Mar 2	Mar 10	Mar 17
See #1 below	Dec 1	Dec 1-2	Jan 20*	Jan 22 or 23	Feb 6	Feb 23	Feb 26 or 27	Mar 6	Mar 23	Mar 26 or 27	Apr 6	Apr 14	Apr 21

- (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.