



2025 MINOR SITE PLANS, MAJOR SITE PLANS, & MASTER SUBDIVISION PLANS SCHEDULE

Town of Apex, North Carolina

(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) Re-submittal Date** for Revised Plans <i>Due 12:00 pm</i>	(10) TRC Comments Forwarded to Applicant	(11) Decision to issue TRC approval or resubmittal required**
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
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
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
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
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
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
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
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***	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
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
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
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

*Date changed due to holiday/scheduling.

**Projects with 70+ comments aren't allowed to resubmit the following month after comments are received. They have to resubmit on the 1st business day of the 2nd month.

- Ex: A January new submittal that receives 70+ comments in February can resubmit on the 1st business day of April and will receive TRC comments in April.
- Ex: A January resubmittal that receives 70+ comments in January can resubmit on the 1st business day of March and will receive TRC comments in March.

Projects with 100+ comments may resubmit on the normal resubmittal day the following month. The TRC comments will be issued the month after resubmittal.

- Ex: A January new submittal that receives 100+ comments in February can resubmit in March, but won't get TRC comments until April.
- Ex: A resubmittal that receives 100+ comments in February can resubmit in March, but won't get TRC comments until April.

***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) Applicant is required to meet with TRC members (Pre-application Meeting) to discuss proposed plan. Please submit a sketch plan of the proposed plan to the Planning Department no later than 5 working days prior to actual pre-application meeting date.
- (2) Applicant submits Master Subdivision Plan, Minor Site Plan, or Major Site Plan as indicated in the application by **12:00 p.m.** on date indicated above. Ensure any neighborhood notice or meeting requirement is met before submitting (see UDO Sec. 2.2.7).
- (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 & time.
- (6) Applicant re-submits revised plans and responses to TRC comments.
- (7) TRC Coordinator compiles TRC member comments and forwards to applicant via e-mail.
- (8) TRC meeting with applicant. Applicant notified in advance of appointment date & time.
- (9) Applicant re-submits revised plans and responses to TRC comments.
- (10) TRC Coordinator compiles TRC member comments and forwards to applicant via e-mail.
- (11) ***If plan complies with Sec. 2.3.6.E or Sec. 2.3.7.D.2 Standards, as appropriate, a notice of approval will be sent to applicant. If it does not comply with the standards, it must be resubmitted for TRC review.***