



# 2019 PLANNED UNIT DEVELOPMENT SCHEDULE

Town of Apex, North Carolina

(1) Pre-application Meeting with TRC is <u>Required</u>	(2) Initial Submittal Date <i>No later Than 12 p.m.</i>	(3) Check Submittal for Completeness Due 12 p.m.	(4) TRC Comments Forwarded to Applicant	(5) TRC Meeting Date (Time to be Determined)	(6) Re-submittal Date for Revised Plans <i>No later Than 12 p.m.</i>	(7) TRC Comments Forwarded to Applicant	(8) TRC Meeting Date (Time to be Determined)	(9) Submittal Date for Planning Board-Town Council Plan Set <i>No later than 12:00 p.m.</i>	(10) Decision to go to Planning Board-Town Council or Back Through TRC is Made (Submit revised plans on re-submittal date of next month)	(11) Published Notice Posted to Town's Website Planning Board & Town Council	(12) Written Notification Mailed Planning Board & Town Council	(13) Town Council to Set Public Hearing Date	(14) Planning Board Meeting (4:30)	(15) Town Council Meeting (7:00 p.m.)
See #1 below	Jan 2*	Jan 3	Jan 22*	Jan 24 or 25	Feb 8	Feb 18*	Feb 21* or 22*	Mar 1	Mar 8	Mar 22 - Apr 16	Mar 22	Apr 2	Apr 8	Apr 16
See #1 below	Feb 1	Feb 4	Feb 18*	Feb 21* or 22*	Mar 8	Mar 25	Mar 28 or 29	Apr 5	Apr 12	Apr 26 - May 21	Apr 26	May 7	May 13	May 21
See #1 below	Mar 1	Mar 4	Mar 25	Mar 28 or 29	Apr 12	Apr 22	Apr 25 or 26	May 3	May 10	May 24 - June 18	May 24	June 4	June 10	June 18
See #1 below	Apr 1	Apr 2	Apr 22	Apr 25 or 26	May 10	May 20	May 23 or 24	May 31	June 7	June 21 - July 16	June 21	June 18	Jul 8	July 16
See #1 below	May 1	May 2	May 20	May 23 or 24	June 7	June 24	June 27 or 28	July 5	Jul 12	July 26 - Aug 20	July 26	Aug 6	Aug 12	Aug 20
See #1 below	June 3	June 4	June 24	June 27 or 28	Jul 12	July 22	July 25 or 26	Aug 2	Aug 9	Aug 23 - Sept 17	Aug 23	Sept 3	Sept 9	Sept 17
See #1 below	July 1	July 2	July 22	July 25 or 26	Aug 9	Aug 19	Aug 22 or 23	Aug 30	Sept 6	Sept 20 - Oct 15	Sept 20	Oct 1	Oct 14	Oct 15
See #1 below	Aug 1	Aug 2	Aug 19	Aug 22 or 23	Sept 13	Sept 23	Sept 26 or 27	Oct 4	Oct 11	Oct 25 - Nov 19	Oct 25	Nov 6*	Nov 12*	Nov 19
See #1 below	Sept 3*	Sept 4	Sept 23	Sept 26 or 27	Oct 11	Oct 21	Oct 24 or 25	Nov 1	Nov 8	Nov 22 - Dec 17	Nov 22	Dec 3	Dec 9	Dec 17
See #1 below	Oct 1	Oct 2	Oct 21	Oct 24 or 25	Nov 8	Nov 18*	Nov 21* or 22*	Nov 27	Dec 6	Dec 27 - Jan 21	Dec 27	Jan 7	Jan 13	Jan 21
See #1 below	Nov 1	Nov 4	Nov 18*	Nov 21* or 22*	Dec 6	Dec 16*	Dec 19* or 20*	Jan 3	Jan 10	Jan 24 - Feb 18	Jan 24	Feb 4	Feb 10	Feb 18
See #1 below	Dec 2	Dec 3	Dec 16*	Dec 19* or 20*	Jan 10	Jan 21*	Jan 23 or 24	Jan 31	Feb 7	Feb 21 - Mar 17	Feb 21	Mar 3	Mar 9	Mar 17

\*Date changed due to holidays/scheduling.

- (1) Applicant is required to meet with TRC members (Pre-application Meeting) to discuss proposed PD Plan. Please submit a sketch plan of the proposed PD layout to the Planning Department no later than 5 working days prior to the actual pre-application meeting date.
- (2) Applicant submits rezoning petition and PD Plan for PUD as indicated in the application by **12:00 p.m.** on date indicated above.
- (3) Staff reviews petition for completeness. Incomplete applications are returned to applicant.
- (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 PD Plan for PUD and responses to TRC comments.
- (7) TRC Coordinator compiles TRC member comments and forwards to applicant via e-mail or fax.
- (8) 2<sup>nd</sup> TRC meeting with applicant. Applicant notified in advance of appointment date and time.
- (9) Applicant re-submits revised PD Plan for PUD and responses to TRC comments.
- (10) **If plans are ready to go to the Planning Board, staff report written by project planner. If not, revised plans to be submitted on the re-submittal date of next month.**
- (11) Planning staff prepares and posts legal advertisement on the Town's website for the public hearings before the Planning Board and Town Council.
- (12) Planning staff prepares and mails via 1<sup>st</sup> class mail, written notifications to all property owners within 300 feet of the subject site.
- (13) Town Council to set public hearing for the next meeting date.
- (14) Planning Board holds a public hearing and makes a recommendation to the Town Council.
- (15) Town Council holds a public hearing and will consider recommendations from the Planning Board and Planning Department Staff to make a final decision.