



2019 MASTER SUBDIVISION PLAN SCHEDULE (NEW)

Town of Apex, North Carolina

(1) Pre-application meeting with TRC is <u>required</u>	(2) Initial Submittal Date <i>No later than 12:00 p.m.</i>	(3) Check Submittal for Completeness Due 12:00 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 12:00 p.m.</i>	(7) TRC Comments Forwarded to Applicant	(8) TRC Meeting Date (Time to be Determined)	(9) Re-submittal Date for Revised Plans <i>No later than 12:00 p.m.</i>	(10) TRC Comments Forwarded to Applicant	(11) Decision is made; TRC approval** or resubmittal required
See #1 below	Jan 2*	Jan 3	Jan 22*	Jan 24 or 25	Feb 8	Feb 18*	Feb 21* or 22*	Mar 8	Mar 25	Mar 28 or 29
See #1 below	Feb 1	Feb 4	Feb 18*	Feb 21* or 22*	Mar 8	Mar 25	Mar 28 or 29	Apr 12	Apr 22	Apr 25 or 26
See #1 below	Mar 1	Mar 4	Mar 25	Mar 28 or 29	Apr 12	Apr 22	Apr 25 or 26	May 10	May 20	May 23 or 24
See #1 below	Apr 1	Apr 2	Apr 22	Apr 25 or 26	May 10	May 20	May 23 or 24	June 7	June 24	June 27 or 28
See #1 below	May 1	May 2	May 20	May 23 or 24	June 7	June 24	June 27 or 28	Jul 12	July 22	July 25 or 26
See #1 below	June 3	June 4	June 24	June 27 or 28	Jul 12	July 22	July 25 or 26	Aug 9	Aug 19	Aug 22 or 23
See #1 below	July 1	July 2	July 22	July 25 or 26	Aug 9	Aug 19	Aug 22 or 23	Sept 13	Sept 23	Sept 26 or 27
See #1 below	Aug 1	Aug 2	Aug 19	Aug 22 or 23	Sept 13	Sept 23	Sept 26 or 27	Oct 11	Oct 21	Oct 24 or 25
See #1 below	Sept 3*	Sept 4	Sept 23	Sept 26 or 27	Oct 11	Oct 21	Oct 24 or 25	Nov 8	Nov 18*	Nov 21* or 22*
See #1 below	Oct 1	Oct 2	Oct 21	Oct 24 or 25	Nov 8	Nov 18*	Nov 21* or 22*	Dec 6	Dec 16*	Dec 19* or 20*
See #1 below	Nov 1	Nov 4	Nov 18*	Nov 21* or 22*	Dec 6	Dec 16*	Dec 19* or 20*	Jan 10	Jan 21*	Jan 23 or 24
See #1 below	Dec 2	Dec 3	Dec 16*	Dec 19* or 20*	Jan 10	Jan 21*	Jan 23 or 24	Feb 14	Feb 24	Feb 27 or 28

* Date changed due to holiday/scheduling.

** For Residential Master Subdivision Plans: Unless set at the time of PD Plan approval, if applicable, the Parks, Recreation, and Cultural Resources Advisory Commission shall recommend and the Town Council shall determine prior to TRC approval, whether to require a dedication of land, payment of a fee-in-lieu, construction of public recreation facilities with fee-in-lieu monies, or some combination thereof.

- (1) Applicant is required to meet with TRC members (Pre-application Meeting) to discuss proposed plan. Please submit a sketch plan of the proposed minor site plan to the Planning Department no later than 5 working days prior to actual pre-application meeting date.
- (2) Applicant submits minor site plan as indicated in the application by **12:00 p.m.** on date indicated above.
- (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 and 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 and 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. 2.3.7.D.2 Standards, a notice of approval will be sent to applicant. If it does not comply with the standards, it must be resubmitted for TRC review.***