



2023 SCHEDULE: MINOR SITE PLANS, MAJOR SITE PLANS, & MASTER SUBDIVISION PLANS

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** <i>Due 12:00 pm</i>	(7) TRC Comments Forwarded to Applicant	(8) TRC Meeting Date <i>By appointment</i>	(9) Re-submittal Date** <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 3*	Jan 3-4	Feb 20	Feb 23 or 24	Mar 3	Mar 20	Mar 23 or 24	Apr 6*	Apr 24	Apr 27 or 28
See #1 below	Feb 1	Feb 1-2	Mar 20	Mar 23 or 24	Apr 6*	Apr 24	Apr 27 or 28	May 5	May 22	May 25 or 26
See #1 below	Mar 1	Mar 1-2	Apr 24	Apr 27 or 28	May 5	May 22	May 25 or 26	June 2	June 20*	June 22 or 23
See #1 below	Apr 3	Apr 3-4	May 22	May 25 or 26	June 2	June 20*	June 22 or 23	July 7	July 24	July 27 or 28
See #1 below	May 1	May 1-2	June 20*	June 22 or 23	July 7	July 24	July 27 or 28	Aug 4	Aug 21	Aug 24 or 25
See #1 below	June 1	Jun 1-2	July 24	July 27 or 28	Aug 4	Aug 21	Aug 24 or 25	Sept 8	Sept 18	Sept 28 or 29
See #1 below	July 3	July 3-5*	Aug 21	Aug 24 or 25	Sept 8	Sept 18	Sept 28 or 29	Oct 6	Oct 23	Oct 26 or 27
See #1 below	Aug 1	Aug 1-2	Sept 25	Sept 28 or 29	Oct 6	Oct 23	Oct 26 or 27	Nov 3***	Dec 18*	Dec 21*
See #1 below	Sept 1	Sept 1-5*	Oct 23	Oct 26 or 27	Nov 3***	Dec 18*	Dec 21*	Dec 1	Dec 18*	Dec 21*
See #1 below	Oct 2	Oct 2-3	Nov 13*	Nov 16* or 17*	Dec 1	Dec 18*	Dec 21*	Jan 5	Jan 22	Jan 25 or 26
See #1 below	Nov 1	Nov 1-2	Dec 18*	Dec 21*	Jan 5	Jan 22	Jan 25 or 26	Feb 2	Feb 19	Feb 22 or 23
See #1 below	Dec 1	Dec 1-4	Jan 22	Jan 25 or 26	Feb 2	Feb 19	Feb 22 or 23	Mar 8	Mar 25	Mar 28*

* 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 received 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 2023, all November resubmittals will receive comments in December.

- (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.**