



2022 SPECIAL USE PERMIT SCHEDULE**

Town of Apex, North Carolina

**Schedule for residential subdivisions will follow the Master Subdivision Plan schedule

(1) Pre-application Meeting with TRC is <u>required</u>	(2) Initial Submittal Date Due 12:00 pm	(3) Check Submittal for Sufficiency Due 12:00 pm	(4) TRC Comments Forwarded to Applicant	(5) TRC Meeting Date <i>Time to be Determined</i>	(6) Re-submittal Date for Revised Plans Due 12:00 pm	(7) TRC Comments Forwarded to Applicant	(8) TRC Meeting Date <i>Time to be Determined</i>	(9) Submittal Date for Board of Adjustment Plan Set Due 12:00 pm	(10) Decision to go to Board of Adjustment or back through TRC is made (If TRC, submit revised plans on submittal date of next month)	(11) Published Notice Posted to Town's Website	(12) Written Notification Mailed	(13) Board of Adjustment Agenda Packets Mailed or Delivered	(14) Board of Adjustment Quasi-Judicial Public Hearing 6:00 p.m.
See #1 below	Jan 3	Jan 3-4	Jan 24	Jan 27 or 28	Feb 11	Feb 21	Feb 24 or 25	Mar 4	Mar 11	Mar 28 - Apr 19	Mar 28	Apr 5	Apr 19
See #1 below	Feb 1	Feb 1-2	Feb 21	Feb 24 or 25	Mar 11	Mar 21	Mar 24 or 25	Apr 1	Apr 8	Apr 25 - May 17	Apr 25	May 3	May 17
See #1 below	Mar 1	Mar 1-2	Mar 21	Mar 24 or 25	Apr 8	Apr 25	Apr 28 or 29	May 6	May 13	May 31 - June 21	May 31	June 7	June 21
See #1 below	Apr 1	Apr 1-4	Apr 25	Apr 28 or 29	May 13	May 23	May 26 or 27	June 3	June 10	June 27 - July 19	June 27	July 5	July 19
See #1 below	May 2	May 2-3	May 23	May 26 or 27	June 10	June 21	June 23 or 24	July 1	July 8	July 25 - Aug 16	July 25	Aug 2	Aug 16
See #1 below	June 1	Jun 1-2	June 21	June 23 or 24	July 8	July 25	July 28 or 29	Aug 5	Aug 12	Aug 29 - Sept 20	Aug 29	Sept 6	Sept 20
See #1 below	July 1	July 1-5*	July 25	July 28 or 29	Aug 12	Aug 22	Aug 25 or 26	Sept 2	Sept 9	Sept 26 - Oct 18	Sept 26	Oct 4	Oct 18
See #1 below	Aug 1	Aug 1-2	Aug 22	Aug 25 or 26	Sept 9	Sept 19	Sept 22 or 23	Oct 7	Oct 14	Oct 24 - Nov 15	Oct 24	Nov 1	Nov 15
See #1 below	Sept 1	Sept 1-2	Sept 19	Sept 22 or 23	Oct 14	Oct 24	Oct 27 or 28	Nov 4	Nov 10*	Nov 28 - Dec 20	Nov 28	Dec 6	Dec 20
See #1 below	Oct 3	Oct 3-4	Oct 24	Oct 27 or 28	Nov 4*	Nov 14*	Nov 17* or 18*	Dec 2	Dec 9	Dec 28* - Jan 17	Dec 28*	Jan 3	Jan 17
See #1 below	Nov 1	Nov 1-2	Nov 14*	Nov 17* or 18*	Dec 2*	Dec 12*	Dec 15* or 16*	Dec 30*	Jan 6	Jan 30 - Feb 21	Jan 30	Feb 7	Feb 21
See #1 below	Dec 1	Dec 1-2	Dec 12*	Dec 15* or 16*	Jan 13	Jan 23	Jan 26 or 27	Feb 3	Feb 10	Feb 27 - Mar 21	Feb 27	Mar 7	Mar 21

***Date changed due to holidays/scheduling.**

- (1) Applicant is required to meet with 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 and Community Development Department no later than 5 working days prior to actual pre-application meeting date.
- (2) Applicant submits site plan 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 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) **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.**
- (11) Planning staff prepares and publishes public notice on the Town's website for the public hearing before the Board of Adjustment.
- (12) Planning staff prepares and mails written public notice to all property owners, tenants, and neighborhood associations within 300 feet of the subject site.
- (13) Board of Adjustment agenda packets mailed or delivered.
- (14) Board of Adjustment will consider testimony at a quasi-judicial public hearing to make a final decision.