



2021 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 <i>Due 12:00 pm</i>	(3) Check Submittal for Sufficiency <i>Due 12:00 pm</i>	(4) TRC Comments Forwarded to Applicant	(5) TRC Meeting Date <i>Time to be Determined</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>Time to be Determined</i>	(9) Submittal Date for Board of Adjustment Plan Set <i>Due 12:00 pm</i>	(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 Quasi-Judicial Public Hearing (6:00 p.m.)
See #1 below	Jan 4*	Jan 4-5	Jan 25	Jan 28 or 29	Feb 12	Feb 22	Feb 25 or 26	Mar 5	Mar 12	Mar 19 - Apr 13	Mar 19	Apr 13
See #1 below	Feb 1	Feb 1-2	Feb 22	Feb 25 or 26	Mar 12	Mar 22	Mar 25 or 26	Apr 1*	Apr 9	Apr 16 - May 11	Apr 16	May 11
See #1 below	Mar 1	Mar 1-2	Mar 22	Mar 25 or 26	Apr 9	Apr 19	Apr 22 or 23	Apr 30	May 7	May 14 - June 8	May 14	June 8
See #1 below	Apr 1	Apr 1-2	Apr 19	Apr 22 or 23	May 14	May 24	May 27 or 28	June 4	June 11	June 18 - July 13	June 18	July 13
See #1 below	May 3	May 3-4	May 24	May 27 or 28	June 11	June 21	June 24 or 25	July 2	July 9	July 16 - Aug 10	July 16	Aug 10
See #1 below	June 1	Jun 1-2	June 21	June 24 or 25	July 9	July 19	July 22 or 23	Aug 6	Aug 13	Aug 20 - Sept 14	Aug 20	Sept 14
UDO amended 8-24-21 to change review authority from Town Council to Board of Adjustment.												
See #1 below	July 1	July 1-2	July 19	July 22 or 23	Aug 13	Aug 23	Aug 26 or 27	Sept 3	Sept 10	Sept 27 - Oct 19	Sept 17	Oct 19
See #1 below	Aug 2	Aug 2-3	Aug 23	Aug 26 or 27	Sept 10	Sept 20	Sept 23 or 24	Oct 1	Oct 8	Oct 22 - Nov 16	Oct 15	Nov 16
See #1 below	Sept 1	Sept 1-2	Sept 20	Sept 23 or 24	Oct 15	Oct 25	Oct 28 or 29	Nov 5	Nov 12	Nov 29 - Dec 21	Nov 19	Dec 21
See #1 below	Oct 1	Oct 1-2	Oct 25	Oct 28 or 29	Nov 5*	Nov 15*	Nov 18* or 19*	Dec 3	Dec 10	Dec 27 - Jan 18	Dec 17	Jan 18
See #1 below	Nov 1	Nov 1-2	Nov 15*	Nov 18* or 19*	Dec 3*	Dec 13*	Dec 16* or 17*	Dec 31*	Jan 7	Jan 24 - Feb 15	Jan 14	Feb 15
See #1 below	Dec 1	Dec 1-2	Dec 13*	Dec 16* or 17*	Jan 14	Jan 24	Jan 27 or 28	Feb 4	Feb 11	Feb 25 - Mar 15	Feb 18	Mar 15

* 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 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 within 300 feet of the subject site.
- (13) Board of Adjustment will consider testimony at a quasi-judicial public hearing to make a final decision.