

**Year 2012 SITE PLAN & SUBDIVISION REVIEW PROCESS CHART** (latest revision 10 Oct 2012)

Subdivisions Site Plans	Submittal (Before 2:00 pm) <sup>i</sup>	Plan Distributed	SEG Meeting ***** Certification <sup>ii</sup>	SEG/TEG Provides Comments (Monday before TEG)	SEG/TEG Applicant Review (SEG am after TEG)	PC Hold/ Comment <sup>ii</sup>	Consultant Revisions <sup>ii</sup> (Before 2:00 pm)	Distribute Revisions(s) to Agency	Agency Comments	Agenda Meeting (PC Staff)	Monthly Regular Meeting Packages (one week prior to meeting)	*PC Meeting Date (3 <sup>rd</sup> Wed/Mo excluding Nov & Dec – 2 <sup>nd</sup> Wed)
			TEG Accepts Package (TEG)			Planner sends Comments <sup>ii</sup>						
	17 Jan 2012	20 Jan 2012	25 Jan 2012	21 Feb 2012	22 Feb 2012	23 Feb 2012	02 Mar 2012	05 Mar 2012	28 Mar 2012	03 Apr 2012	11 Apr 2012	18 Apr 2012
	13-14 Feb 2012	17 Feb 2012	22 Feb 2012	26 Mar 2012	28 Mar 2012	29 Mar 2012	05 Apr 2012	09 Apr 2012	25 Apr 2012	01 May 2012	09 May 2012	16 May 2012
	19-20 Mar 2012	23 Mar 2012	28 Mar 2012	23 Apr 2012	25 Apr 2012	26 Apr 2012	04 May 2012	07 May 2012	23 May 2012	05 Jun 2012	13 Jun 2012	20 Jun 2012
	16-17 Apr 2012	20 Apr 2012	25 Apr 2012	21 May 2012	23 May 2012	24 May 2012	01 Jun 2012	04 Jun 2012	27 Jun 2012	03 Jul 2012	11 Jul 2012	18 Jul 2012
	14-15 May 2012	18 May 2012	23 May 2012	25 June 2012	27 Jun 2012	28 Jun 2012	06 Jul 2012	09 Jul 2012	25 Jul 2012	31 Jul 2012	08 Aug 2012	15 Aug 2012
	18-19 Jun 2012	15 Jun 2012	27 Jun 2012	23 July 2012	25 Jul 2012	26 Jul 2012	03 Aug 2012	06 Aug 2012	22 Aug 2012	04 Sep 2012	12 Sep 2012	19 Sep 2012
	16-17 Jul 2012	20 Jul 2012	25 Jul 2012	20 Aug 2012	22 Aug 2012	23 Aug 2012	07 Sep 2012	10 Sep 2012	26 Sep 2012	02 Oct 2012	10 Oct 2012	17 Oct 2012
	13-14 Aug 2012	17 Aug 2012	22 Aug 2012	24 Sep 2012	26 Sep 2012	27 Sep 2012	05 Oct 2012	09 Oct 2012	24 Oct 2012	30 Oct 2012	07 Nov 2012*	14 Nov 2012*
	17-18 Sep 2012	21 Sep 2012	26 Sep 2012	22 Oct 2012	24 Oct 2012	25 Oct 2012	02 Nov 2012	05 Nov 2012	28 Nov 2012	27 Nov 2012	05 Dec 2012*	12 Dec 2012*
	15-16 Oct 2012	19 Oct 2012	24 Oct 2012	26 Nov 2012	28 Nov 2012	29 Nov 2012	07 Dec 2012	10 Dec 2012	26 Dec 2012	02 Jan 2013	09 Jan 2013	16 Jan 2013
	13-14 Nov 2012	16 Nov 2012	28 Nov 2012	17 Dec 2012	19 Dec 2012 *	20 Dec 2012	04 Jan 2013	07 Jan 2013	23 Jan 2013	05 Feb 2013	13 Feb 2013	20 Feb 2013
	10-11 Dec 2012	14 Dec 2012	19 Dec 2012 *	22 Jan 2013	23 Jan 2013	24 Jan 2013	01 Feb 2013	04 Feb 2013	27 Feb 2013	05 Mar 2013	13 Mar 2013	20 Mar 2013
	14-15 Jan 2013	18 Jan 2013	23 Jan 2013	25 Feb 2013	27 Feb 2013	28 Feb 2013	01 Mar 2013	04 Mar 2013	27 Mar 2013	02 Apr 2013	10 Apr 2013	17 Apr 2013

(Dates may be subject to change.)

Please see back page for Notes.

\* Due to the holiday and revised Planning Commission schedule; this TEG/SEG date has been moved to the third Wednesday

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## NOTES

<sup>i</sup> **SUBMITTAL DAY AND CONSULTANT REVISIONS:** All submittals for site plans and subdivisions shall be made to the Planning & Zoning counter no later than 2:00 p.m. Applications not deemed complete shall not be processed. Prior to submittal, the Applicant must schedule an appointment with a staff member to preliminarily review the application for completeness. **CONCEPT REVIEWS:** Concept Reviews are to be submitted on a submittal day. Comments shall be provided verbally to the applicant at the meeting. In accordance with 7-1.07.A.4 of the Zoning Ordinance, written concept review comments for subdivisions will be submitted to the applicant within 15 working days of the meeting.

<sup>ii</sup> **REVISIONS:** All revised plans, arguments, calculations and other documents to be considered by the Planning Commission or staff **MUST** be submitted by Consultant Review Date or it will not be considered by the Planning Commission in its deliberation. Late submittals will be scheduled with the corresponding PC meeting. Plans which contain significant redesign may automatically be moved to the subsequent TEG/SEG meeting after submittal. **FOR CATEGORY II SITE PLANS:** The PCA will issue review comments or approval letter after TEG review. Appeals to the Planning Commission may continue to follow schedule.

**DATES AND CALENDAR:** Dates may be subject to change.

**For additional explanation of the process, please review memo dated December 30, 2010.**