



2014 PLAN COMMISSION MEETINGS & DEADLINES

Please be advised that if you want your matter to appear on the Town Plan Commission agenda, a complete application and all required materials must be submitted to the Town Hall by the dates noted below. This schedule allows time for any required public noticing, staff (and engineering consultant if necessary) to review submissions, obtain additional information and prepare memorandums to the Plan Commission.

Agenda items require submission of materials before the desired meeting as seen below:

Two Week Submission Deadline	Three Week Submission Deadline
Concept Plan (Land Division & Rezone)	Certified Survey Map Review + Minor Land Division Application
Architectural & Site Plan Review	Planned Unit Development
Nonconforming Review (Additions, alterations, repairs, improvements, etc.)	Conditional Use Permit
Sign Permit	Pond Permit Application
	Town Center Overlay District
	Berm Permit Application
	Rezoning Application
	Preliminary Plats Major Land Division *30 days prior
	Final Plats Major Land Division *30 days prior
	Reapplication (preliminary & final plats) *30 days prior

Plan Commission Dates	Two week Deadlines	Three week Deadlines
January 15	January 1	December 25
February 19	February 5	January 29
March 19	March 5	February 26
April 16	April 2	March 26
May 21	May 7	April 30
June 18	June 4	May 28
July 16	July 2	June 25
August 20	August 6	July 30
September 17	September 3	August 27
October 15	October 1	September 24
November 19	November 5	October 29
December 17	December 3	November 26

✓ These dates are subject to the discretion of Town officials

It is the applicant's responsibility to submit seventeen (17) copies or more, depending on the matter, of the materials for Town staff, Plan Commission, and Town Board distribution. One copy is made available for public review.