



## 2018 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.

**A \$400 fee will apply to late applications as specified on the Annual Fee Schedule.**

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

Two Week Submission Deadline	Three Week Submission Deadline
Concept Discussion	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 Application Wind Energy System Application
Sign Permit	Pond Permit Application
	Town Center Overlay District
	Berm Permit Application
	Rezoning & Text Amendment Applications
	Preliminary Plats Major Land Division <b>*30 days prior</b>
	Final Plats Major Land Division <b>*30 days prior</b>
	Reapplication (preliminary & final plats) <b>*30 days prior</b>

Plan Commission Dates	Two week Deadlines	Three week Deadlines
January 17	January 3	December 27
February 21	February 7	January 31
March 21	March 7	February 28
April 18	April 4	March 28
May 16	May 2	April 25
June 20	June 6	May 30
July 18	July 3	June 27
August 15	August 1	July 25
September 19	September 5	August 29
October 17	October 3	September 26
November 21	November 7	October 31
December 19	December 5	November 28

✓ These dates are subject to the discretion of Town officials

It is the applicant's responsibility to submit a number of hard copies as specified by staff and one electronic copy, depending on the matter, of the materials for Town staff, Plan Commission, and Town Board distribution. One copy is made available for public review.