



2019 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 applies to late applications/special meeting requests per the Town 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 *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 16 | January 2 | December 26 |
| February 20 | February 6 | January 30 |
| March 20 | March 6 | February 27 |
| April 17 | April 3 | March 27 |
| May 15 | May 1 | April 24 |
| June 19 | June 5 | May 29 |
| July 17 | July 3 | June 26 |
| August 21 | August 7 | July 31 |
| September 18 | September 4 | August 28 |
| October 16 | October 2 | September 25 |
| November 20 | November 6 | October 30 |
| December 18 | December 4 | November 27 |

✓ 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.