

Year 2013 SITE PLAN & SUBDIVISION REVIEW PROCESS CHART (latest revision 14 Nov 2012)

Subdivisions			SEG Meeting ***** Certification ⁱⁱ			PC Hold/ Comment ⁱⁱ						
Site Plans	Submittal (Before 2:00 pm) ⁱ	Plan Distributed	TEG Accepts Package (TEG)	SEG/TEG Provides Comments (Monday before TEG)	SEG/TEG Applicant Review (SEG am after TEG)	Planner sends Comments ⁱⁱ	Consultant Revisions ⁱⁱ (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 rd Wed/Mo excluding Nov & Dec – 2 nd Wed)
	14-15 Jan 2013	18 Jan 2013	23 Jan 2013	25 Feb 2013	27 Feb 2013	28 Feb 2013	08 Mar 2013*	11 Mar 2013*	28 Mar 2013*	03 Apr 2013	10 Apr 2013	17 Apr 2013
	19-20 Feb 2013*	22 Feb 2013	27 Feb 2013	25 Mar 2013	27 Mar 2013	28 Mar 2013	05 Apr 2013	08 Apr 2013	24 Apr 2013	01 May 2013	08 May 2013	15 May 2013
	18-19 Mar 2013	22 Mar 2013	27 Mar 2013	22 Apr 2013	24 Apr 2013	25 Apr 2013	03 May 2013	06 May 2013	22 May 2013	05 Jun 2013	12 Jun 2013	19 Jun 2013
	15-16 Apr 2013	19 Apr 2013	24 Apr 2013	20 May 2013	22 May 2013	23 May 2013	07 Jun 2013	10 Jun 2013	26 Jun 2013	03 Jul 2013	10 Jul 2013	17 Jul 2013
	13-14 May 2013	17 May 2013	22 May 2013	24 June 2013	26 Jun 2013	27 Jun 2013	05 Jul 2013	08 Jul 2013	24 Jul 2013	07 Aug 2013	14 Aug 2013	21 Aug 2013
	17-18 Jun 2013	21 Jun 2013	26 Jun 2013	22 July 2013	24 Jul 2013	25 Jul 2013	02 Aug 2013	05 Aug 2013	28 Aug 2013	04 Sep 2013	11 Sep 2013	18 Sep 2013
	15-16 Jul 2013	19 Jul 2013	24 Jul 2013	26 Aug 2013	28 Aug 2013	29 Aug 2013	06 Sep 2013	09 Sep 2013	25 Sep 2013	02 Oct 2013	09 Oct 2013	16 Oct 2013
	19-20 Aug 2013	23 Aug 2013	28 Aug 2013	23 Sep 2013	25 Sep 2013	26 Sep 2013	04 Oct 2013	07 Oct 2013	23 Oct 2013	30 Oct 2013	06 Nov 2013	13 Nov 2013*
	16-17 Sep 2013	20 Sep 2013	25 Sep 2013	21 Oct 2013	23 Oct 2013	24 Oct 2013	01 Nov 2013	04 Nov 2013	20 Nov 2013*	21 Nov 2013	04 Dec 2013	11 Dec 2013*
	15-16 Oct 2013*	18 Oct 2013	23 Oct 2013	18 Nov 2013	20 Nov 2013*	21 Nov 2013	06 Dec 2013	09 Dec 2013	18 Dec 2013*	02 Jan 2014	08 Jan 2014	15 Jan 2014
	12-13 Nov 2013*	15 Nov 2013	20 Nov 2013*	16 Dec 2013	18 Dec 2013	19 Dec 2013	03 Jan 2014	06 Jan 2014	22 Jan 2014	05 Feb 2014	12 Feb 2014	19 Feb 2014
	09-10 Dec 2013	13 Dec 2013	18 Dec 2013	21 Jan 2014*	22 Jan 2014	23 Jan 2014	07 Feb 2014	10 Feb 2014	26 Feb 2014	05 Mar 2014	12 Mar 2014	19 Mar 2014
	13-14 Jan 2014	17 Jan 2014	22 Jan 2014	24 Feb 2014	26 Feb 2014	27 Feb 2014	07 Mar 2014	10 Mar 2014	26 Mar 2014	02 Apr 2014	09 Apr 2014	16 Apr 2014

(Dates may be subject to change.)

Please see back page for Notes.

* Due to the holiday and revised Planning Commission schedule; this date has been moved

NOTES

ⁱ **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.

ⁱⁱ **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.