

YEAR 2016 SITE PLAN & SUBDIVISION REVIEW PROCESS CHART

(Planning Commission Review October 21, 2015)

Submittal by 2:00 pm ⁱ	TEG/SEG Acceptance Certification ⁱⁱ	TEG/SEG Agency Comments Due	SEG/TEG Applicant Review (SEG am after TEG)	Development Navigator Sends Comments/ Hold Notice ⁱⁱ	Consultant Revisions ⁱⁱ by 2:00 pm	Agency Comments Due	PC Meeting Date (3 rd Wed/Mo excluding Dec is always 2 nd Wed)
19- 20 Jan 2016*	27 Jan 2016	22 Feb 2016	24 Feb 2016	26 Feb 2016	04 Mar 2016	21 Mar 2016	20 Apr 2016
16-17-Feb 2016 *	24 Feb 2016	21 Mar 2016	23 Mar 2016	24 Mar 2016 *	01 Apr 2016	25 Apr 2016	18 May 2016
14-15 Mar 2016	23 Mar 2016	25 Apr 2016	20 Apr 2016	29 Apr 2016	06 May 2016	23 May 2016*	15 Jun 2016
18-19 April 2016	20 Apr 2016	23 May 2016	25 May 2016	27 May 2016	03 Jun 2016	20 Jun 2016	20 Jul 2016
16-17 May 2016	25 May 2016	20 Jun 2016	22 Jun 2016	24 Jun 2016	01 Jul 2016	25 Jul 2016	17 Aug 2016
13-14 Jun 2016	22 Jun 2016	25 Jul 2016	27 Jul 2016	29 Jul 2016	05 Aug 2016	22 Aug 2016	21 Sep 2016
18-19 Jul 2016	27 Jul 2016	22 Aug 2016	24 Aug 2016	26 Aug 2016	02 Sep 2016	26 Sep 2016	19 Oct 2016
15-16 Aug 2016	24 Aug 2016	26 Sep 2016	21 Sep 2016	30 Sep 2016	07 Oct 2016	24 Oct 2016	16 Nov 2016
19-20 Sep 2016	21 Sep 2016	24 Oct 2016	26 Oct 2016 *	28 Oct 2016	04 Nov 2016	15 Nov 2016	14 Dec 2016 *
17-18 Oct 2016	26 Oct 2016	15 Nov 2016 *	16 Nov 2016 *	18 Nov 2016 *	02 Dec 2016	12 Dec 2016	18 Jan 2017
07-08 Nov 2016 *	16 Nov 2016 *	12 Dec 2016	14 Dec 2016	16 Dec 2016 *	03 Jan 2017	23 Jan 2017	15 Feb 2017
05-06 Dec 2016*	14 Dec 2016 *	23 Jan 2017	25 Jan 2017	27 Jan 2017	03 Feb 2017	21 Feb 2017	15 Mar 2017
17-18 Jan 2017*	25 Jan 2017	21 Feb 2017 *	22 Feb 2017	24 Feb 2017	03 Mar 2017	20 Mar 2017	19 Apr 017

* Due to holiday(s) and possible revised Planning Commission schedule, this date is modified. December 2016 meeting to begin at 6:00 PM. All other meetings begin at 7:00 PM.

Dates may be subject to change. Please see back page for Notes.

NOTES

i SUBMITTAL DAY AND CONSULTANT REVISIONS: All submittals for site plans and subdivisions shall be made to the Community Planning & Building 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 Revisions Date or it will not be considered by the Planning Commission in its deliberation. Late submittals will be scheduled with the corresponding Planning Commission Meeting. Plans which contain significant review redesign may automatically be moved to the subsequent TEG/SEG meeting after submittal. Appeals to the Planning Commission may continue to follow schedule.

Minor Subdivision (NO Planning Commission Review): Final approvals/denials will occur on the corresponding Planning Commission Meeting Date

DATES AND CALENDAR: Dates may be subject to change.

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