



## 2010 PLAN COMMISSION MEETINGS & DEADLINES

Some agenda items require submission of materials two weeks before the desired meeting, while some require three weeks or more:

- ✓ White boxes indicate matters that require submission of materials **TWO WEEKS** before the desired meeting;
- ✓ Shaded boxes indicate matters that require submission of materials **THREE WEEKS** before the desired meeting (or more if noted).

Conceptual Plan (\$100)	Conditional Use Permit (\$300)
Certified Survey Map Review (\$125) + Minor Land Division Application (\$125)	Pond Permit Application (\$100)
Planned Unit Development (\$250)	Berm Permit Application (\$100)
Landscape & Architectural Review (no fee)	Preliminary Plats (\$250 or \$150+\$10 per lot (greater amount) <b>*30 days prior</b> )
Sign Permit (\$50)	Final Plats (\$250 or \$150+\$10 per lot (greater amount))
Rezoning Applications (\$300)	Reapplication Fee (preliminary and final plats) (\$50)

Plan Commission Dates	Two week Deadlines	Three week Deadlines
January 20	January 6	December 30
February 17	February 3	January 27
March 17	March 3	February 24
April 21	April 7	March 31
May 19	May 5	April 28
June 16	June 2	May 26
July 21	July 7	June 30
August 18	August 4	July 28
September 15	September 1	August 25
October 20	October 6	September 29
November 17	November 3	October 27
December 15	December 1	November 24

- ✓ These dates are subject to the discretion of Town officials

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 above. This schedule allows time for the staff (and engineering consultant if necessary) to review submissions, obtain additional information and prepare memorandums to the Plan Commission.

**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.