



2017 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 Plan (Land Division & Rezone)	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 Wind Energy System
Sign Permit	Pond Permit Application
	Town Center Overlay District
	Berm Permit Application
	Rezoning Application
	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 18	January 4	December 28
February 15	February 1	January 25
March 15	March 1	February 22
April 19	April 5	March 29
May 17	May 3	April 26
June 21	June 7	May 31
July 19	July 5	June 28
August 16	August 2	July 26
September 20	September 6	August 30
October 18	October 4	September 27
November 15	November 1	October 25
December 20	December 6	November 29

✓ 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.