



## 2020 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 <b>*30 days prior</b>
	Final Plats Major Land Division <b>*30 days prior</b>
	Reapplication (preliminary & final plats) <b>*30 days prior</b>

Plan Commission Dates	Two week Deadlines	Three week Deadlines
January 15	December 30	December 23
February 19	February 5	January 29
March 18	March 4	February 26
April 15	April 1	March 25
May 20	May 6	April 29
June 17	June 3	May 27
July 15	July 1	June 24
August 19	August 5	July 29
September 16	September 2	August 26
October 21	October 7	September 30
November 18	November 4	October 28
December 16	December 2	November 24

✓ 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.