



## 2021 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 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

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.