



2022 PLAN COMMISSION MEETINGS & DEADLINES

Please be advised that if you want your matter to appear on the 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.

Three Week Submission Deadline (unless otherwise specified)
Concept Discussion
Certified Survey Map Review + Minor Land Division Application
Architectural & Site Plan Review
Nonconforming Review (Additions, alterations, repairs, improvements, etc.)
Planned Unit Development
Conditional Use Permit Application
Wind Energy System Application
Pond Permit Application
Town Center Overlay District
Berm Permit Application
Rezoning & Text Amendment Applications
Preliminary Plats Major Land Division *30 days prior
Final Plats Major Land Division *30 days prior
Reapplication (preliminary & final plats) *30 days prior
Sign Permit (if required by Building Inspector)

Plan Commission Dates	Three week Deadlines
January 19	December 29
February 16	January 26
March 16	February 23
April 20	March 30
May 18	April 27
June 15	May 25
July 20	June 29
August 17	July 27
September 21	August 31
October 19	September 28
November 16	October 26
December 21	November 30

✓ These dates are subject to the discretion of Town officials

It is the applicant's responsibility to submit a number one electronic copy and two hard copies (full-size), depending on the matter, of the materials for review and filing by Town staff and the public.