

SUBDIVISION AND COMMERCIAL DEVELOPMENT APPLICATION INTAKE AND REVIEW PROCESSES											2023 CALENDAR	
	LEGEND	Applicant's actions				Technical Review Committee (TRC) actions				Planning Commission actions		
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	DATES											
Deadline for Applications: • Subdivisions • Commercial • Variance Requests • Telecommunication Towers (Usually, the 1st Tuesday of Each Month)	1/3	1/31*	2/28*	4/4	5/2	6/6	7/5*	8/1	9/5	10/3	11/7	12/5
First TRC Completeness & Comments Review Period (deadline)	1/4-10 (1/10, noon)	2/1-7 (2/7, noon)	3/1-7 (3/7, noon)	4/5-11 (4/11, noon)	5/3-9 (5/9, noon)	6/7-13 (6/13, noon)	7/5-11 (7/11, noon)	8/2-8 (8/8, noon)	9/6-12 (9/12, noon)	10/4-10 (10/10, noon)	11/8-14 (11/14, noon)	12/6-12 (12/12, noon)
TRC Comments sent to Applicant via email	1/10	2/7	3/7	4/11	5/9	6/13	7/11	8/8	9/12	10/10	11/14	12/12
Internal Planning Commission Packet Due	1/9	2/13	3/13	4/10	5/8	6/12	7/10	8/7	9/11	10/9	11/13	12/11
Pre-Application Meeting Request Deadline	1/9	2/6	3/6	4/10	5/8	6/12	7/10	8/7	9/11	10/9	11/13	12/11
On-Site Property Posting Deadline	1/10	2/7	3/7	4/11	5/9	6/13	7/11	8/8	9/12	10/10	11/14	12/12
Applicant's Review & Re-Submittal Period (deadline)	1/11-17 (1/17, noon)	2/8-14 (2/14, noon)	3/8-14 (3/14, noon)	4/12-18 (4/18, noon)	5/10-16 (5/16, noon)	6/14-20 (6/20, noon)	7/12-18 (7/18, noon)	8/9-15 (8/15, noon)	9/13-19 (9/19, noon)	10/11-17 (10/17, noon)	11/15-21 (11/21, noon)	12/13-18 (12/18, noon)
Pre-Application Meeting (2nd Friday, 9 am)	1/13	2/10	3/10	4/14	5/12	6/16	7/14	8/11	9/15	10/13	11/17	12/15
Planning Commission Meeting (3rd Tues., 5:30 pm)	1/17	2/21	3/21	4/18	5/16	6/20	7/18	8/15	9/19	10/17	11/21	12/19
Second TRC Review & Comments Period (deadline)	1/18-23 (1/23, 5 pm)	2/15-20 (2/20, 5 pm)	3/15-20 (3/20, 5 pm)	4/19-24 (4/24, 5 pm)	5/17-22 (5/22, 5 pm)	6/21-26 (6/26, 5 pm)	7/19-24 (7/24, 5pm)	8/16-21 (8/21, 5 pm)	9/20-25 (9/25, 5pm)	10/18-23 (10/23, 5 pm)	11/22-29 (11/29, 5 pm)	12/19-21 (12/21, 5 pm)
TRC Comments sent to Applicant via email	1/24	2/21	3/21	4/25	5/23	6/27	7/25	8/22	9/26	10/24	11/29	12/22
Technical Review Committee (TRC) Meeting (4th Thurs., 9 am)	1/26	2/23	3/23	4/27	5/25	6/22	7/27	8/24	9/28	10/26	11/30*	12/28
TRC Meeting Results Letter sent to Applicant within 5 business days	1/27-2/3	2/24-3/3	3/24-3/31	4/28-5/5	5/26-6/2	6/23-6/30	7/28-8/4	8/25-9/1	9/29-10/6	10/27-11/3	12/1-12/8	12/29-1/7
If needed, Applicant's next submittal deadline	1/31	2/28	4/4	5/2	6/6	7/5	8/1	9/5	10/3	11/7	12/5	

Note*: Due to shorter months or holidays some of the dates were changed from their customary dates.

