

LEGEND	Applicant's Actions	Yellow	Staff & Technical Review Committee Actions	Blue	Planning Commission Actions	Purple						
<b>MAJOR SUBDIVISION DEVELOPMENT, MANUFACTURED HOME PARK &amp; VARIANCE REQUEST APPLICATIONS INTAKE AND REVIEW PROCESS 2024 CALENDAR</b>												
MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Deadline for Variance & Appeals Requests & Materials for Projects Currently Under Review for the next Month's PC Meeting						5/27	6/24	7/22	8/26	9/23	10/28	11/25
Deadline for New Major Subdivision and Manufactured Home Park Applications Requiring Technical Review Committee Review. <b>(The first Tuesday of the Month)</b> Applications will not enter the TRC review cycle before this date.						6/4	7/2	8/6	9/3	10/1	11/5	12/3
First TRC Review Period for Major Subdivisions & Manufactured Home Park Completeness & Comments. <b>(Deadline)</b>						6/4-6/11 (6/11, 3 pm)	7/2-7/9 (7/9, 3 pm)	8/6-8/13 (8/13, 3 pm)	9/3-9/10 (9/10, 3 pm)	10/1-10/8 (10/8, 3 pm)	11/5- 11/12 (11/12, 3 pm)	12/3-12/10 (12/10, 3pm)
Draft Planning Commission Agenda & Staff Reports Due to Administration & Legal Depts. for Review.						6/6	7/3	8/8	9/5	10/3	11/7	12/5
Deadline for Requesting to be included in the monthly Pre-Application Meeting for New Projects						6/7	7/5	8/2	9/6	10/4	11/1	12/6
Deadline for posting the Public Notice Sign on the Property for accepted applications under review.						6/9	7/7	8/11	9/7	10/6	11/10	12/8
Monthly Staff Meeting (9:30 am – 11:00 am)						6/11	7/9	8/6	9/10	10/8	11/5	12/10
TRC Comments Report sent to the Applicant via email						6/11	7/9	8/13	9/10	10/8	11/5	12/10
Applicant's second Submittal Period for TRC <b>(deadline)</b>						6/11- 6/19 (6/19, noon)	7/9- 7/17 (7/17, noon)	8/13- 8/21 (8/21, noon)	9/10-9/18 (9/18, noon)	10/8- 10/16 (10/16, noon)	11/12-11/20 (11/20, noon)	12/10- 12/18 (12/18, noon)
Internal Planning Commission Staff Reports & Packet Due to Commissioners						6/12	7/10	8/14	9/11	10/9	11/13	12/11
Pre-Application Meeting w/Applicants for New Projects <b>(2nd Friday, 9:30 am – 2:30 pm)</b>						6/14	7/12	8/9	9/13	10/11	11/8	12/13
Planning Commission Meeting <b>(3rd Tues., 5:30 pm – 7:30pm)</b>						6/18	7/16	8/20	9/17	10/15	11/19	12/17
Second TRC Review & Comments Period <b>(deadline)</b>						6/20- 6/26 (6/26, 3 pm)	7/17- 7/24 (7/24, 3 pm)	8/21-8/28 (8/28, 3 pm)	9/18-9/25 (9/25, 3 pm)	10/16-10/23 (10/23, 3 pm)	11/20-11/27 (11/27, 3 pm)	12/18- 12/30 (12/30, 3 pm)
TRC Comments Report sent to Applicant via email						6/26	7/24	8/28	9/25	10/23	11/27	12/30
If needed, Applicant's third corrections/resubmittal cycle						6/26-7/3	7/24 -7/31	8/28 - 9/4	9/25-10/2	10/23-10/30	11/27-12/4	12/30 -01/08
TRC Third Review & Comments Period <b>(deadline)</b>						7/3 – 7/11	7/31 -8/8	9/4 – 9/12	10/2 – 10/10	10/30 – 11-7	12/4 – 12/12	01/08 – 01/16
Formal in-person Technical Review Committee (TRC) Meeting (if Required) <b>(4th Thurs., 9:30 am)</b>						6/27	7/25	8/22	9/26	10/24	No Meeting	No Meeting
Formal in-person TRC Meeting Results Letter sent to Applicant within 5 business days (If Required)						6/28-7/3	7/26-8/2	8/23-8/30	9/29-10/6	10/27-11/3	12/1-12/8	12/29-1/7