

Appendix B

Application Deadlines & Meeting Dates

*Quarterly Joint Public Hearings (Planning Board & Town Board)
(Future Land Use Plan & Comprehensive Amendments, Ordinance Amendments (Text & Rezoning), Special Use Permits & Annexations)*

No more than 3 development projects will be scheduled for each Quarterly Joint Public Hearing. Submittal of a complete application by the deadline will not guarantee time on the next agenda. Also, incomplete applications will not be scheduled. Applicants are encouraged to schedule a pre-application conference with staff prior to application submittal.

<u>Complete Application Deadline Date (12 Noon)¹</u>	<u>Technical Review Committee Meeting Date¹</u>	<u>Joint Public Hearing Date</u>	<u>Earliest Decision Date</u>
November 21, 2016	December 6, 2016	January 19, 2017	March 13, 2017
February 20, 2017	March 7, 2017	April 20, 2017	June 12, 2017
May 22, 2017	June 6, 2017	July 20, 2017	September 11, 2017
August 21, 2017	September 5, 2017	October 19, 2017	December 11, 2017
November 20, 2017	December 5, 2017	January 18, 2018	March 12, 2018

¹Only applicable to Special Use Permit & Conditional Use Rezoning applications. Applications for general use rezonings & ordinance amendments may be submitted on the Technical Review Committee meeting date by 12 noon. Deadlines for annexation requests will depend on the whether or not a rezoning s being requested or not.

*Board of Adjustment
(Variances, Appeals, Conditional Use Permits & Ordinance Interpretations)*

Incomplete applications will not be scheduled. Applicants are encouraged to schedule a pre-application conference with staff prior to application submittal.

<u>Complete Application Deadline Date (12 Noon)¹</u>	<u>Technical Review Committee Meeting Date¹</u>	<u>BOA Meeting Date</u>
November 21, 2016	December 6, 2016	January 11, 2017
December 19, 2016	January 3, 2017	February 8, 2017
January 23, 2017	February 7, 2017	March 8, 2017
February 20, 2017	March 7, 2017	April 12, 2017
March 20, 2017	April 14, 2017	May 10, 2017
April 17, 2017	May 2, 2017	June 14, 2017
May 22, 2017	June 6, 2017	July 12, 2017
June 19, 2017	July 5, 2017*	August 9, 2017
July 17, 2017	August 1, 2017	September 13, 2017
August 21, 2017	September 15, 2017	October 11, 2017
September 18, 2017	October 3, 2017	November 8, 2017
October 23, 2017	November 7, 2017	December 13, 2017
November 20, 2017	December 5, 2017	January 10, 2018
December 18, 2017	January 2, 2018	February 14, 2018

¹Only applicable to Conditional Use Permit applications. All other applications may be submitted by 12 noon on the Technical Review Committee meeting date.

* Denotes a shift to accommodate holidays

*Historic District Commission
(Certificates of Appropriateness)*

Incomplete applications will not be scheduled until they are complete. All applicants are encouraged to schedule a pre-application conference. Agendas are often full in advance of the deadline. Please contact staff to confirm availability on an upcoming agenda.

<u>Complete Application Deadline Date (12 Noon)</u>	<u>HDC Meeting Date</u>
December 21, 2016	January 4, 2017
January 18, 2017	February 1, 2017
February 15, 2017	March 1, 2017
March 22, 2017	April 5, 2017
April 19, 2017	May 3, 2017
May 24, 2017	June 7, 2017
June 21, 2017	July 5, 2017
July 19, 2017	August 2, 2017
August 23, 2017	September 6, 2017
September 20, 2017	October 4, 2017
October 18, 2017	November 1, 2017
November 22, 2017	December 6, 2017
December 20, 2017	January 3, 2018

Technical Review Committee

(Site Plans for permitted uses as of right where one or more acres, but less than 3 acres, of land is disturbed, & any new structure consists of no less than 2,501 sq. ft. of gross floor area & no more than 10,000 sq. ft. of gross floor area. Also includes any addition to an existing structure consisting of no less than 5,001 sq. ft. of gross floor area & no more than 10,000 square feet of gross floor area.)

Incomplete applications will not be scheduled. Applicants are encouraged to schedule a pre-application conference with staff prior to application submittal.

<u>Complete Application Deadline Date (12 Noon)</u>	<u>TRC Meeting Date</u>
November 21, 2016	December 6, 2016
December 19, 2016	January 3, 2017
January 23, 2017	February 7, 2017
February 20, 2017	March 7, 2017
March 20, 2017	April 4, 2017
April 17, 2017	May 2, 2017
May 22, 2017	June 6, 2017
June 19, 2017	July 5, 2017*
July 17, 2017	August 1, 2017
August 21, 2017	September 5, 2017
September 18, 2017	October 3, 2017
October 23, 2017	November 7, 2017
November 20, 2017	December 5, 2017
December 18, 2017	January 2, 2018

* Denotes a shift to accommodate holidays