



2024 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 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 17	December 27
February 21	January 31
March 20	February 28
April 17	March 27
May 15	April 24
June 19	May 29
July 17	June 26
August 21	July 31
September 18	August 28
October 16	September 25
November 20	October 30
December 18	November 27

✓ 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.