

# 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. Pre-application conference with staff is required prior to submittal.

<b><u>Complete Application Deadline Date (12 Noon)<sup>1</sup></u></b>	<b><u>Technical Review Committee Meeting Date<sup>1</sup></u></b>	<b><u>Joint Public Hearing Date</u></b>	<b><u>Earliest Decision Date</u></b>
November 16, 2020	December 1, 2020	January 21, 2021	March 8, 2021
February 15, 2021	March 2, 2021	April 15, 2021	June 14, 2021
May 17, 2021	June 1, 2021	July 15, 2021	September 13, 2021
August 23, 2021	September 7, 2021	October 21, 2021	December 13, 2021
November 22, 2021	December 7, 2021	January 20, 2022	March 14, 2022

<sup>1</sup>Only applicable to Special Use Permit 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. Pre-application conference with staff is required prior to submittal.

<b><u>Complete Application Deadline Date (12 Noon)<sup>1</sup></u></b>	<b><u>Technical Review Committee Meeting Date<sup>1</sup></u></b>	<b><u>BOA Meeting Date</u></b>
November 16, 2020	December 1, 2020	January 13, 2021
December 21, 2020	January 5, 2021	February 10, 2021
January 19, 2021*	February 2, 2021	March 10, 2021
February 15, 2021	March 2, 2021	April 14, 2021
March 22, 2021	April 6, 2021	May 12, 2021
April 19, 2021	May 4, 2021	June 9, 2021
May 17, 2021	June 1, 2021	July 14, 2021
June 21, 2021	July 6, 2021	August 11, 2021
July 19, 2021	August 3, 2021	September 8, 2021
August 23, 2021	September 7, 2021	October 13, 2021
September 20, 2021	October 5, 2021	November 10, 2021
October 18, 2021	November 2, 2021	December 8, 2021
November 22, 2021	December 7, 2021	January 12, 2022
December 20, 2021	January 4, 2022	February 9, 2022

<sup>1</sup>Only 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.

<b><u>Complete Application Deadline Date (12 Noon)</u></b>	<b><u>HDC Meeting Date</u></b>
December 16, 2020	January 6, 2021
January 13, 2021	February 3, 2021
February 10, 2021	March 3, 2021
March 17, 2021	April 7, 2021
April 14, 2021	May 5, 2021
May 12, 2021	June 2, 2021
June – N/A	July – no meeting
July 14, 2021	August 4, 2021
August 11, 2021	September 1, 2021
September 15, 2021	October 6, 2021
October 13, 2021	November 3, 2021
November 10, 2021	December 1, 2021
December 15, 2021	January 5, 2022

\* Denotes a shift to accommodate holidays

*Technical Review Committee  
(Site Plans, Special and Conditional Use Permits)*

Incomplete applications will not be scheduled. Pre-application conference with staff is required prior to submittal.

<b><u>Complete Application Deadline Date (12 Noon)</u></b>	<b><u>TRC Meeting Date</u></b>
November 16, 2020	December 1, 2020
December 21, 2020	January 5, 2021
January 19, 2021*	February 2, 2021
February 15, 2021	March 2, 2021
March 22, 2021	April 6, 2021
April 19, 2021	May 4, 2021
May 17, 2021	June 1, 2021
June 21, 2021	July 6, 2021
July 19, 2021	August 3, 2021
August 23, 2021	September 7, 2021
September 20, 2021	October 5, 2021
October 18, 2021	November 2, 2021
November 22, 2021	December 7, 2021
December 20, 2021	January 4, 2022

\* Denotes a shift to accommodate holidays