

2016 Planning & Zoning Commission Schedule of Important Dates

<u>Submittal Deadline</u>	<u>Withdrawal Deadline</u>	<u>Meeting Date</u>
December 8	December 17	January 12
January 12	January 14	February 9
February 9	February 11	March 8
March 8	March 17	April 12
April 12	April 14	May 10
May 10	May 19	June 14
June 14	June 16	July 12
July 12	July 14	August 9
August 9	August 18	September 13
September 13	September 15	October 11
October 11	October 13	November 8
November 8	November 17	December 13

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<u>Submittal Deadline</u>	<u>Withdrawal Deadline</u>	<u>Meeting Date</u>
December 13	December 15	January 10
January 10	January 19	February 14
February 14	February 16	March 14 *
March 14	March 16	April 11
April 11	April 13	May 9
May 9	May 18	June 13
June 13	June 15	July 11
July 11	July 13	August 8
August 8	August 17	September 12
September 12	September 14	October 10
October 10	October 19	November 14
November 14	November 16	December 12

General Information:

1. P&Z will have regular meetings at 7:00 PM on the second Tuesday of each month in Council Chambers at City Hall, 4040 South Berkeley Lake Road. *** Beginning March 14, 2017, the regular P&Z meeting will begin at 7:15 PM.**
2. If there is no business to be heard, the chair may cancel the meeting. Notice of cancellation will be posted on the doors of Council Chambers as well as the city website calendar.

3. Applications to the board shall be submitted to City Hall by 4:00 PM on the submittal deadline noted in this schedule.
4. Applications may be withdrawn for a refund of the application fee if the applicant submits a request for withdrawal in writing by 4:00 PM on the date of the withdrawal deadline noted on this schedule.
5. At Least 15 days prior to the meeting, a public notice shall be advertised in the legal section of the newspaper and a sign shall be posted on the property. City staff will arrange for the advertisement and post the sign.