

2018 Planning & Zoning Commission Schedule of Important Dates

<u>Submittal Deadline</u>	<u>Withdrawal Deadline</u>	<u>Meeting Date</u>
December 12	December 21	January 9
January 9	January 18	February 13
February 13	February 15	March 13
March 13	March 15	April 10
April 10	April 12	May 8
May 8	May 17	June 12
June 12	June 14	July 10
July 10	July 19	August 14
August 14	August 16	September 11
September 11	September 13	October 9
October 9	October 18	November 13
November 13	November 15	December 11

2019 Planning & Zoning Commission Schedule of Important Dates

<u>Submittal Deadline</u>	<u>Withdrawal Deadline</u>	<u>Meeting Date</u>
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July 9	July 18	August 13
August 13	August 15	September 10
September 10	September 12	October 8
October 8	October 17	November 12
November 12	November 14	December 10

General Information:

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

2. Applications to the board shall be submitted to City Hall **by 4:00 PM on the submittal deadline** noted in this schedule.
3. Applications may be withdrawn for a refund of the application fee if the applicant submits a request for withdrawal in writing **by 11:00 AM on the date of the withdrawal deadline** noted on this schedule.
4. 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.