

2017 SUBMITTAL DEADLINES, REQUIREMENTS AND MEETING DATES

Instructions for submitting an application:

Step 1 (Optional): Contact the Staff at 901-457-2360 to schedule a Pre-application Conference (suggested and provided by staff as a service, but not required prior to application). These are typically every Tuesday afternoon from 1pm-4pm.

Step 2: Determine applicable type of application needed and the boards and commissions that will have a role in the process. All projects undergo some level of staff review.

Step 3: Based on the processes outlined in Steps 1 and 2, and thinking of your ideal time frame, determine which monthly meeting cycle you will submit your application.

Step 4: Consult each applicable checklist to determine which items need to be submitted, which is dependent on the phase of review (staff, public, post-approval, etc).

STEP 2: Determine Application Type and Review Process

Application Type	Which Board or Commission has a roll in the process of review of an application type?					
	Staff Review Phase		Public Review Phase			
	Full Staff Review	Minor Staff Review	PC	DRC: If involves Tree Mitigation, Common Open Space, Community Facilities, Buildings, PDs, Fences, Signs or Landscaping.	HDC: If in the Historic District, then no DRC review.	BMA: For subdivision Construction Drawings, 2-lot plats, site plan modifications, and Final Site Plans a Development Agreement (DA) will be required if there is public or private infrastructure for which a security is required.
Project Name: Legend: R = Recommendation D = Decision AR = Advisory Review / No Decision CofA = Certificate of Appropriateness (Only if in Historic District overlay) C = Comments only prior to public review Greyed in box = Not Applicable						
Most Common Application Types (a)						
Sketch Plat (Major Subdivisions only that one not "fast track")	C(b)		AR		CofA(a)	
Preliminary Subdivision Plat	C(b)		D		CofA(a)	
Subdivision Infrastructure Construction Drawings	C(b)			D(a)	D(a)	D
Final Subdivision Plat (Minor)		D			CofA(a)	
Final Subdivision Plat (Major)	C(b)		D		CofA(a)	
Conditional Use Permit		C	R			D
Rezoning		C	R			D
Planned Development (New) / Amendment (Major) / Sign Policy (New)		C	R	R (sign policy)(a)		D
Preliminary Site Plan (Major)	C(b)		R	R	CofA/R(a)	D
Final Site Plan	C(b)				CofA(a)	D
Site Plan Modification/ Exterior Alterations		D (a)			CofA(a)	

(a)= For BZA Variances & appeals of Staff decisions, Certificate of Appropriateness (CofA) in the Historic District, Site Plan Modification/Exterior Alterations, and DRC items (open space, fences, appeals of Staff decisions) see separate calendars, deadlines, and meetings.

(b) Full Staff review is required before applicants can apply for Public Review. "Full staff review" means that the Departmental Review Team (DRT) reviews the application. The DRT is composed of designated representatives from the following departments and divisions: Development Services (Building, Codes, Engineering, Planning), Fire Administration (Fire Marshal), Parks and Recreation, Police, and Public Services. Finance is also represented on the DRT. It's primary purpose is best described as "a resource" for the Town Planner and Development Director in the formulation of staff recommendations for the PC and BMA. They review and formulate staff comments/recommendations for any applications pending before the Planning Commission. They also review Final Site Plans and provide comments to the Development Director related to the Development Agreement Process. The DRT meets twice a month in an internal staff meeting, (not a public meeting) conducted by the Town Planner. The DRT does not take a formal vote and does not approve applications. Based on the DRT's feedback, staff will issue correspondence to the applicant to specifically describe any changes/information needed and the applicant's next steps. The applicant can then decide to either request DRT review again (encouraged when there are lots of staff comments) or submit information for public review (PC, BMA, DRC, HDC). PC review is not required for final site plans.

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STEP 3: Determine Review Cycle								
Review Cycles For items that require full Staff review, submittals before the 15th day in a month will be reviewed by Staff by the middle of the next month; submittals after the 15th day in a month will be reviewed by Staff by the end of the next month. For items that only require minor Staff review, allow approximately 10 business days for review of the application before comments are issued.	Staff Review Phase		Public Review Phase					
	For applicants that require full Staff review, if a complete Application is received between:	...then review comments from Staff will be provided by:	If you submit plans/info requested from the Staff review phase on or before this date:	...your application will be heard at the 6:00 PM PC Meeting scheduled for:	...and either the 5:00PM DRC Meeting scheduled for (outside the Historic District):	...or the 5:00 PM HDC Meeting scheduled for (property inside the Historic District):	...and if the required information is provided by:	...will be on the agenda for public review at the 6:00pm BMA Meeting scheduled for:
January 2017	10/16/16 to 10/31/16	11/23/16	12/13/16 (c)	1/5/17	1/12/17	12/13/16 (e) (f)	12/5/16 (d)	1/9/17
	11/1/16 to 11/15/16	12/14/16					12/19/16 (d)	1/23/17
February 2017	11/16/16 to 11/30/16	12/28/16	1/17/17 (c)	2/2/17	2/9/17	1/26/17 (f)	1/9/17 (d)	2/13/17
	12/1/16 to 12/15/16	1/11/17					1/23/17 (d)	2/27/17
March 2017	12/16/16 to 12/31/16	1/25/17	2/14/17 (c)	3/2/17	3/9/17	2/23/17 (f)	2/6/17 (d)	3/13/17
	1/1/17 to 1/15/17	2/8/17					2/20/17 (d)	3/27/17
April 2017	1/16/17 to 1/31/17	2/22/17	3/21/17 (c)	4/6/17	4/11/17 (e)	3/23/17 (f)	3/6/17 (d)	4/10/17
	2/1/17 to 2/15/17	3/15/17					3/20/17 (d)	4/24/17
May 2017	2/16/17 to 2/28/17	3/29/17	4/18/17 (c)	5/4/17	5/11/17	4/27/17 (f)	4/3/17 (d)	5/8/17
	3/1/17 to 3/15/17	4/12/17					4/17/17 (d)	5/22/17
June 2017	3/16/17 to 3/31/17	4/26/17	5/16/17 (c)	6/1/17	6/8/17	5/25/17 (f)	5/8/17 (d)	6/12/17
	4/1/17 to 4/15/17	5/10/17					5/22/17 (d)	6/26/17
July 2017	4/16/17 to 4/30/17	5/24/17	6/20/17 (c)	7/6/17	7/13/17	6/22/17 (f)	6/5/17 (d)	7/10/17
	5/1/17 to 5/15/17	6/14/17					6/19/17 (d)	7/24/17

(c) See the latest correspondence from staff for next steps. See applicant checklists for submittal requirements and quantities.

(d) A signed development agreement required two weeks in advance of BMA meeting date for construction plans (final site plans, subdivision infrastructure).

(e) This date has been adjusted from the normal schedule to avoid conflicts with Town holidays.

(f) The HDC meeting is shown prior to the PC meeting in the public review cycle to allow both the PC & BMA the benefit of the HDC's review prior to making a decision that affect the Historic District.

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August 2017	5/16/17 to 5/31/17	6/28/17	7/18/17 (c)	8/3/17	8/10/17	7/27/17 (f)	7/10/17 (d)	8/14/17
	6/1/17 to 6/15/17	7/12/17					7/24/17 (d)	8/28/17
September 2017	6/16/17 to 6/30/17	7/26/17	8/22/17 (c)	9/7/17	9/14/17	8/24/17 (f)	8/7/17 (d)	9/11/17
	7/1/17 to 7/15/17	8/16/17					8/21/17 (d)	9/25/17
October 2017	7/16/17 to 7/31/17	8/30/17	9/19/17 (c)	10/5/17	10/12/17	9/28/17 (f)	9/5/17 (d)(e)	10/9/17
	8/1/17 to 8/15/17	9/13/17					9/18/17 (d)	10/23/17
November 2017	8/16/17 to 8/31/17	9/27/17	10/17/17 (c)	11/2/17	11/9/17	10/26/17 (f)	10/9/17 (d)	11/13/17
	9/1/17 to 9/15/17	10/11/17					10/23/17 (d)	11/27/17
December 2017	9/16/17 to 9/30/17	10/25/17	11/21/17 (c)	12/7/17	12/14/17	11/14/17 (e) (f)	11/6/17 (d)	12/11/17
	10/1/17 to 10/15/17	11/15/17					TBD (d)€	TBD (e)
January 2018	10/16/17 to 10/31/17	11/29/17	12/19/17 (c)	1/4/18	1/11/18	12/19/17 (e) (f)	12/4/17 (d)	1/8/18
	11/1/17 to 11/15/17	12/13/17					12/18/17 (d)	1/22/18
February 2018	11/16/17 to 11/30/17	12/29/17 (e)	1/16/18 (c)	2/1/18	2/8/18	1/25/2018 (f)	1/8/18 (d)	2/12/18
	12/1/17 to 12/15/17	1/10/18					1/22/18 (d)	2/26/18

(c) See the latest correspondence from staff for next steps. See applicant checklists for submittal requirements and quantities.

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