



2025 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.

Four 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	Four Week Deadlines
January 15	December 18
February 19	January 22
March 19	February 19
April 16	March 19
May 21	April 23
June 18	May 21
July 16	June 18
August 20	July 23
September 17	August 20
October 15	September 17
November 19	October 22
December 17	November 19

✓ 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.