



Planning and Development Services

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2012 Plan Commission/Architectural Review Board Schedule

The following table represents the regularly scheduled Plan Commission/ARB meeting and submittal deadline dates:

2012 MEETING DATES	SUBMITTAL DEADLINE DATES
Tuesday, January 3 rd - CANCELLED	NOT APPLICABLE
Tuesday, January 17 th	Tuesday, January 3 rd
Monday, February 6 th	Monday, January 23 rd
Tuesday, February 21 st	Monday, February 6 th
Monday, March 5 th	Tuesday, February 21 st
Monday, March 19 th	Monday, March 5 th
Monday, April 2 nd	Monday, March 19 th
Monday, April 16 th	Monday, April 2 nd
Monday, May 7 th	Monday, April 23 rd
Monday, May 21 st	Monday, May 7 th
Monday, June 4 th	Monday, May 21 st
Monday, June 18 th	Monday, June 4 th
Monday, July 2 nd - CANCELLED	NOT APPLICABLE
Monday, July 16 th	Monday, July 2 nd
Monday, August 6 th	Monday, July 23 rd
Monday, August 20 th	Monday, August 6 th
Tuesday, September 4 th	Monday, August 20 th
Tuesday, September 18 th	Tuesday, September 4 th
Monday, October 1 st	Monday, September 17 th
Monday, October 15 th	Monday, October 1 st
Monday, November 5 th	Monday, October 22 nd
Monday, November 19 th	Monday, November 5 th
Monday, December 3 rd	Monday, November 19 th
Monday, December 17 th	Monday, December 3 rd

The Planning & Development Services Department conducts formal staff reviews on all projects that require any of the following components:

- Petitions for Rezoning
- Subdivision Plat
- Special Development District (SDD)
- Planned Unit Development (PUD)
- Site Plan Review

Projects that require any of the above approvals must have completed a staff review meeting prior to being placed on a Plan Commission/ARB agenda. Staff review meetings take place every **Thursday**. In order for a project to be considered at a staff review meeting, all required applications (Site Plan Review, Subdivision Plat, Architectural Review Board, etc.), fees and five (5) sets of plans must be submitted to the Planning & Development Services Department **by Noon the Friday prior to such review**. Within seven (7) days of the staff review meeting, a staff review letter will be forwarded to the applicant that will identify additions, deletions and/or changes necessary in order for the project to be placed on an upcoming agenda. The letter will also provide a re-submittal deadline date for placement on a specific meeting agenda.

Applications for Architectural Review

All applications for Architectural Review Board consideration which are not associated with other requests requiring preliminary staff review may submit on the dates listed in the above table. Examples include, but are not limited to, small additions, signage, outdoor dining, and fences.

Applications Requiring a Public Hearing

Certain applications require a public hearing to be held at the Plan Commission level, Board of Aldermen level or both. These applications include Rezoning, SDD/PUDs, Subdivision Plats, and CUPs.

**Please contact the Planning and Development Services Department at
314-290-8453 or 314-290-8450 for additional information.**