

Planning Commission Meetings--- 3rd Monday of every month at 5:00 pm

Board of Aldermen-- 1st and 3rd Tuesday of every month at 6:00 pm

Historic Preservation-- 2nd Tuesday of every month at 5:30 pm

Tree Board-- 3rd Monday of every month at 5:15 pm

Submittal Dates and Info

Site Plan Approval -- must set up a site review meeting 30 days before the date of the meeting it is to be heard. All completed drawings must be turned into the Planning Department no later than 14 days before the date of the meeting it is to be heard. (4) 24" x 36" complete sets of construction drawings along with (20) 11" x 17" sets including site layout, landscape and tree survey and preservation plan if required and digital format also. Written directions must also be provided. A \$100.00 filing fee shall be submitted.

Pre-application for Preliminary Subdivision Plat review, Preliminary & Final Subdivision Plat Approval- must set up a site review meeting 30 days before the date of the meeting it is to be heard. All completed drawings must be turned into the Planning Department no later than 10 days before the meeting it is to be heard. (4) 24" x 36" complete sets of drawings along with (20) 11" x 17" sets including lot layout and numbers, streets and names, and landscaping and tree survey and preservation if required and digital format of the final plat. Written directions to the site must also be provided. A \$100.00 filing fee for pre-application of preliminary plat review. A \$100.00 filing fee plus \$5.00 per lot shall for preliminary plats.

Variance, Special Exception or Re-Zoning Application - must be submitted 25 days before the date of the meeting it is to be heard. A \$100.00 application fee shall be submitted for variances and special exceptions and a \$150.00 application fee for re-zoning applications.

Variances applications require that a site plat be submitted showing the address, adjacent streets or properties, the footprint of either the proposed structures(s) or the existing structure, the applicable setbacks and the proposed setbacks.

Re-Zoning applications require a plat showing the property in question and all adjacent properties, address of the property in question, the current zoning of the property in question and all adjoining properties. A legal description of the property requested for rezoning.