

**Hillsborough Planning Department
Application Deadlines & Meeting Dates
January – December 2011**

Quarterly Joint Public Hearings (Planning Board & Town Board)
(Annexations, Rezonings, Special Use Permits & Ordinance Amendments)

No more than 3 development projects will be scheduled for each Quarterly Joint Public Hearing. Submittal of a complete application by the deadline will not guarantee time on the next agenda. Also, incomplete applications will not be scheduled. Applicants are encouraged to schedule a pre-application conference with staff prior to application submittal.

<u>Complete Application Deadline Date (12 Noon)</u>	<u>Technical Review Committee Meeting Date¹</u>	<u>Joint Public Hearing Date</u>	<u>Earliest Decision Date</u>
November 22, 2010	December 7, 2010	January 20, 2011	March 14, 2011
February 14, 2011	March 1, 2011	April 21, 2011	June 13, 2011
May 16, 2011	June 7, 2011	July 21, 2011	September 12, 2011
August 15, 2011	September 6, 2011	October 20, 2011	December 12, 2011
November 14, 2011	December 6, 2011	January 19, 2012	March 12, 2012

¹Only applicable to Special Use Permit applications

Planning Board
(Major Subdivisions)

As Quarterly Public Hearings are conducted in January, April, July & October, regular applications are not processed in those months.

<u>Complete Application Deadline Date (12 Noon)</u>	<u>Technical Review Committee Meeting Date</u>	<u>PB Meeting Date</u>
December 20, 2010	January 4, 2011	February 17, 2011
February 14, 2011	March 1, 2011	March 17, 2011
March 14, 2011	April 5, 2011	May 19, 2011
April 18, 2011	May 3, 2011	June 16, 2011
June 13, 2011	July 5, 2011	August 18, 2011
July 18, 2011	August 2, 2011	September 15, 2011
September 19, 2011	October 4, 2011	November 17, 2011
October 17, 2011	November 1, 2011	December 15, 2011
December 19, 2011	January 3, 2012	February 16, 2012

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Board of Adjustment

(Conditional Use Permits & Ordinance Interpretations)

Incomplete applications will not be scheduled. Applicants are encouraged to schedule a pre-application conference with staff prior to application submittal.

<u>Complete Application Deadline Date (12 Noon)</u>	<u>Technical Review Committee Meeting Date¹</u>	<u>BOA Meeting Date</u>
November 22, 2010	December 7, 2010	January 12, 2011
December 20, 2010	January 4, 2011	February 9, 2011
January 14, 2011*	February 1, 2011	March 9, 2011
February 14, 2011	March 1, 2011	April 13, 2011
March 14, 2011	April 5, 2011	May 11, 2011
April 18, 2011	May 3, 2011	June 8, 2011
May 16, 2011	June 7, 2011	July 13, 2011
June 13, 2011	July 5, 2011	August 10, 2011
July 18, 2011	August 2, 2011	September 14, 2011
August 15, 2011	September 6, 2011	October 12, 2011
September 19, 2011	October 4, 2011	November 9, 2011
October 17, 2011	November 1, 2011	December 14, 2011
November 14, 2011	December 6, 2011	January 11, 2012
December 19, 2011	January 3, 2012	February 8, 2012

¹Only applicable to Conditional Use Permit applications

* Denotes a shift to accommodate holidays

Historic District Commission

(Certificates of Appropriateness)

Incomplete applications will not be scheduled until they are complete. All applicants are encouraged to schedule a pre-application conference. Agendas are often full in advance of the deadline. Please contact staff to confirm availability on an upcoming agenda.

<u>Complete Application Deadline Date (12 Noon)</u>	<u>HDC Meeting Date</u>
December 22, 2010*	January 5, 2011
January 19, 2011	February 2 2011
February 16, 2011	March 2, 2011
March 23, 2011	April 6, 2011
April 20, 2011	May 4, 2011
May 18, 2011	June 1, 2011
June 22, 2011	July 6, 2011
July 20, 2011	August 3, 2011
August 24, 2011	September 7, 2011
September 21, 2011	October 5, 2011
October 19, 2011	November 2, 2011
November 21, 2011*	December 7, 2011
December 19, 2011*	January 4, 2012

* Denotes a shift to accommodate holidays

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Technical Review Committee

(Site Plans for permitted uses as of right where one or more acres, but less than 3 acres, of land is disturbed, & any new structure consists of no less than 2,501 sq. ft. of gross floor area & no more than 10,000 sq. ft. of gross floor area. Also includes any addition to an existing structure consisting of no less than 5,001 sq. ft. of gross floor area & no more than 10,000 square feet of gross floor area.)

Incomplete applications will not be scheduled. Applicants are encouraged to schedule a pre-application conference with staff prior to application submittal.

Complete Application Deadline Date (12 Noon)

December 20, 2010
January 14, 2011*
February 14, 2011
March 14, 2011
April 18, 2011
May 16, 2011
June 13, 2011
July 18, 2011
August 15, 2011
September 19, 2011
October 17, 2011
November 14, 2011
December 19, 2011

TRC Meeting Date

January 4, 2011
February 1, 2011
March 1, 2011
April 5, 2011
May 3, 2011
June 7, 2011
July 5, 2011
August 2, 2011
September 6, 2011
October 4, 2011
November 1, 2011
December 6, 2011
January 3, 2012

* Denotes a shift to accommodate holidays