

# **TOWN OF URBANA** **APPLICATION SUBMISSION DEADLINES**

In order to meet mandatory public posting requirement both State and Local laws establish deadlines for applications and submissions to various boards.

The regular meeting of the Town of Urbana Planning Board is held the first Tuesday of each month. The regular meeting of the Town of Urbana Zoning Board of Appeals is held the third Wednesday of each month. In order to meet the legal posting requirements applications must be received a set number of days prior to the regularly scheduled meeting in order to be included in the agenda of the meeting. Applications received after that date must be scheduled at the next regular meeting. Deadlines are for completed applications. Incomplete or partial submissions will result in delays.

## **ZBA Scheduled Meetings**

<b>Meeting Date</b>	<b>Submission Deadline</b>
May 21	May 1
June 18	May 29
July 16	June 26
August 20	July 31
September 17	August 28
October 15	September 25
November 19	October 30
December 17	November 26

## **Planning Board Scheduled Meetings**

<b>Meeting Date</b>	<b>Submission Deadline</b>
May 6	April 16
June 3	May 15
July 1	June 16
August 5	July 21
September 2	August 18
October 7	September 22
November 4	October 20
December 2	November 17

**All application fees must be paid at the time of submission.**