

# 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.

### Zoning Board of Appeals

### Planning Board

Area Variance Use Variance & Administrative Appeals		Concept Review & Preliminary Subdivisions	Siteplan, Subdivision, & Special Use Permit Applications	
ZBA Meeting		Planning Board		
Meeting Date	Submission Deadline	Meeting Date	Submission Deadlines	
January 14	December 19	January 6	December 26	December 12
February 17	January 23	February 3	January 23	January 9
March 17	February 20	March 3	February 20	February 6
April 15	March 20	April 7	March 27	March 13
May 20	April 24	May 5	April 24	April 10
June 17	May 22	June 9	May 29	May 15
July 15	June 19	July 7	June 26	June 12
August 19	July 24	August 4	July 24	July 10
September 16	August 21	September 8	August 28	August 14
October 21	September 25	October 6	September 25	September 17
November 18	October 23	November 3	October 23	October 9
December 16	November 20	December 1	November 20	November 6

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