

NOTICE

Issued by the Department of

Planning & Growth Management

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Charles County
Government

Department of
Planning & Growth
Management

Peter Aluotto
PGM Director



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Meeting & Production Schedules for the Board of Appeals, (2015)

This notice is to advise the public and the development community that the Department of Planning & Growth Management has established new "Meeting and Production Schedules" for 2015 for the Board of Appeals. (See attached)

The purpose of establishing these schedules is as follows:

- To ensure that completed projects can be processed for these boards members to review in a timely manner.
- To allow applicants to plan ahead in anticipation of completion dates of their projects.
- To allow the county staff and board members to receive information and review projects in a uniform manner.
- To eliminate changes after project information has been distributed to the board and disseminated to the public.
- To comply with county requirements for public notification and ensure the public has access to complete and accurate project information.

"Those citizens with special needs, please contact Carrol Everett, Charles County Department of Planning and Growth Management, Planning Division, voice phone number @ (301)645-0540 Maryland Relay Service TDD 1-800-735-2258."

Board of Appeals Meeting and Production Schedule, 2015

Note that days are adjusted for holidays and newspaper publication dates as needed

Board of Appeals Meeting Date	Publish Agenda and materials on web site for the BoA and public to review at least 7 days before the meeting	Publication Date: <i>If public notice is needed, submit the notice 19 calendar days before meeting to meet the mandatory 14 day notice and allow publishing time</i>	Packets mailed to Board of Appeals Members: (14 days before the meeting per the Zoning Code)	Staff reports finalized 20 days before the Board of Appeals meeting.	Agenda is finalized and closed 25 days before the meeting date	*Final Deadline for Completed Submission: <i>All agency reviews are completed, sign offs and copies provided to the staff project manager 30 calendar days before the meeting date</i>
January 13	January 6	December 26	December 30	December 24	December 19	December 14
January 27	January 20	January 9	January 13	January 7	January 2	December 28
February 10	February 3	January 23	January 27	January 21	January 16	January 11
February 24	February 17	February 6	February 10	February 4	January 30	January 25
March 10	March 3	February 20	February 24	February 18	February 13	February 8
March 24	March 17	March 6	March 10	March 4	February 28	February 22
April 14	April 7	March 27	March 31	March 25	March 20	March 15
April 28	April 21	Apr 10	April 14	April 8	April 3	March 29
May 12	May 5	April 24	April 28	April 22	April 17	April 12
May 26	May 19	May 8	May 12	May 6	May 1	April 26
June 9	June 2	May 22	May 26	May 20	May 15	May 10
June 23	June 16	June 5	June 9	June 3	May 29	May 14
July 14	July 7	June 26	June 30	June 24	June 19	June 14
July 28	July 21	July 10	July 14	July 8	July 3	June 28
August 11	August 4	Jul 24	July 28	July 22	July 17	July 12
September 8	September 1	August 21	August 25	August 19	August 14	August 9
September 22	September 15	September 4	September 8	September 22	August 28	August 23
October 13	October 6	September 25	September 29	September 23	September 18	September 13
October 27	October 20	October 9	October 13	October 7	October 22	September 27
November 10	November 3	October 23	October 27	October 21	October 16	October 11
December 8	December 1	November 17	November 24	November 18	November 13	November 8

*Note: Final Deadline for **Completed** Submission typically occurs 30-90 days after the **initial** submission of an application by an applicant.

Missing or incomplete information will result in the project moving to the next meeting schedule.