

NOTICE

Issued by the Department of

Planning & Growth Management

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Contact
Carrol Everett
Planning Division

Phone
301-645-0540

Charles County
Government

Department of
Planning & Growth
Management

Peter Aluotto
PGM Director



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Meeting & Production Schedules for the Board of Appeals, (2014)

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 2014 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, 2014

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: All agency reviews are completed, sign offs and copies provided to the staff project manager 30 calendar days before the meeting date
January 14th	January 7th	December 27th	December 31st	December 24th	December 20th	December 16th
January 28th	January 21st	January 10th	January 14th	January 8th	January 3rd	December 30th
February 11th	February 4th	January 24th	January 28th	January 22nd	January 17th	January 10th
February 25th	February 18th	February 7th	February 11th	February 5th	January 31st	January 27th
March 11th	March 4th	February 21st	February 25th	February 19th	February 14th	February 7th
March 25th	March 18th	March 7th	March 11th	March 5th	February 28th	February 21st
April 8th	April 1st	March 21st	March 25th	March 19th	March 14th	March 7th
April 22nd	April 15th	April 4th	April 8th	April 2nd	March 28th	March 21st
May 13th	May 6th	April 25th	April 29th	April 23rd	April 18th	April 11th
May 27th	May 20th	May 9th	May 13th	May 7th	May 2nd	April 25th
June 10th	June 3rd	May 23rd	May 27th	May 21st	May 16th	May 9th
June 24th	June 17th	June 6th	June 10th	June 4th	May 30th	May 23rd
July 8th	July 1st	June 20th	June 24th	June 18th	June 13th	June 6th
July 22nd	July 15th	July 3rd	July 8th	July 2nd	June 27th	June 20th
August 12th	August 5th	July 25th	July 29th	July 23rd	July 18th	July 11th
September 9th	September 2nd	August 22nd	August 26th	August 20th	August 15th	August 8th
September 23rd	September 16th	September 5th	September 9th	September 3rd	August 29th	August 22nd
October 14th	October 7th	September 26th	September 30th	September 24th	September 19th	September 12th
October 28th	October 21st	October 10th	October 14th	October 8th	October 3rd	September 26th
November 18th	November 10th	October 31st	November 3rd	October 29th	October 24th	October 17th
December 9th	December 2nd	November 21st	November 24th	November 19th	November 14th	November 7th

*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.