# NOTICE

Issued by the Department of

# Planning & Growth Management

**Notice #**
**15-12**

**Release Date**
**12/2/15**

**Contact**
**Carrol Everett**
**Planning Division**

**Phone**
**301-645-0540**

Charles County Government

Department of Planning & Growth Management

Peter Aluotto
*PGM Director*

Equal Opportunity County
*Say No To Drugs*

## Meeting & Production Schedules for the Board of Appeals, (2016)

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 2016 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, 2016*

**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:*** *If public notice is needed, submit the notice 19 days before meeting to meet the mandatory 14 day notice and allow publishing time* | ***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 days before the meeting date* |
|---|---|---|---|---|---|---|
| January 12 | January 5 | December 23 | December 29 | December 23 | December 18 | December 14 |
| January 26 | January 19 | January 7 | January 12 | January 6 | December 30 | December 28 |
| February 9 | February 2 | January 21 | January 26 | January 20 | January 15 | January 11 |
| February 23 | February 16 | February 4 | February 9 | February 3 | January 29 | January 25 |
| March 8 | March 1 | February 18 | February 23 | February 17 | February 12 | February 8 |
| March 22 | March 15 | March 3 | March 8 | March 2 | February 26 | February 22 |
| April 12 | April 5 | March 24 | March 29 | March 23 | March18 | March 14 |
| April 26 | April 19 | Apr 7 | April 12 | April 6 | April 1 | March 28 |
| May 10 | May 3 | April 21 | April 26 | April 20 | April 15 | April 11 |
| May 24 | May 17 | May 5 | May 10 | May 4 | Apr 29 | April 25 |
| June 14 | June 7 | May 26 | May 31 | May 25 | May 20 | May 16 |
| June 28 | June 21 | June 9 | June 14 | June 8 | June 3 | May 31 |
| July 12 | July 5 | June 23 | June 28 | June 22 | June 17 | June 13 |
| July 26 | July 19 | July 7 | July 12 | July 6 | July 1 | June 27 |
| August 9 | August 2 | Jul 21 | July 26 | July 20 | July 15 | July 11 |
| September 13 | September 6 | August 25 | August 30 | August24 | August 19 | August 15 |
| September 27 | September 20 | September 8 | September 13 | September 7 | September 2 | August 29 |
| October 11 | October 4 | September 22 | September 27 | September 21 | September 16 | September 12 |
| October 25 | October 18 | October 6 | October 11 | October 5 | September 30 | September 26 |
| November 29 | November 22 | November 10 | November 15 | November 9 | November 4 | October 31 |
| December 13 | December 6 | November 23 | November 29 | November 23 | November 18 | November 14 |

*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.