PRE-APPLICATION CONFERENCE
SCHEDULE AND DEADLINES 2024

*In an effort to ensure that the best customer service levels are provided to all of our applicants, **incomplete submittals will not be accepted**.*

Pre-Application Submittal Deadline (Form and Narrative)	Conceptual Site Plan Submittal Deadline	Pre-Application Conference Agenda Released	PRE-APPLICATION CONFERENCE	Earliest date to submit a Formal Site Plan Application
4:00 PM	Due by NOON	12:00 PM	10:00 AM	9:00 AM
January 2024				
12/28/2023	01/04/2024	01/05/2024	01/11/2024	01/15/2024
01/11/2024	01/18/2024	01/19/2024	01/25/2024	01/29/2024
February				
01/25/2024	02/01/2024	02/02/2024	02/08/2024	02/12/2024
02/08/2024	02/15/2024	02/16/2024	02/22/2024	02/26/2024
March				
02/22/2024	02/29/2024	03/01/2024	03/07/2024	03/11/2024
03/07/2024	03/14/2024	03/15/2024	03/21/2024	03/25/2024
April				
03/28/2024	04/04/2024	04/05/2024	04/11/2024	04/15/2024
04/11/2024	04/18/203	04/19/2024	04/25/2024	04/29/2024
May				
04/25/2024	05/02/2024	05/03/2024	05/09/2024	05/13/2024
05/09/2024	05/16/2024	05/17/2024	05/23/2024	05/27/2024
June				
05/23/2024	05/30/2024	05/31/2024	06/06/2024	06/10/2024
06/06/2024	06/13/2024	06/14/2024	06/20/2024	06/24/2024
July				
06/27/2024	07/03/2024	07/05/2024	07/11/2024	07/15/2024
07/11/2024	07/18/2024	07/19/2024	07/25/2024	07/29/2024
August				
07/25/2024	08/01/2024	08/02/2024	08/08/2024	08/12/2024
08/08/2024	08/15/2024	08/16/2024	08/22/2024	08/26/2024
September				
08/29/2024	09/05/2024	09/06/2024	09/12/2024	09/16/2024
09/12/2024	09/19/2024	09/20/2024	09/26/2024	09/30/2024
October				
09/26/2024	10/03/2024	10/04/2024	10/10/2024	10/14/2024
10/10/2024	10/17/2024	10/18/2024	10/24/2024	10/28/2024

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4:00 PM	Due by NOON	12:00 PM	10:00 AM	9:00 AM
November				
10/24/2024	10/31/2024	11/01/2024	11/07/2024	11/11/2024
11/07/2024	11/14/2024	11/15/2024	11/21/2024	11/25/2024
December/ January 2025				
11/26/2024	12/05/2024	12/06/2024	12/12/2024	12/09/2024
01/02/2025	01/09/2025	01/10/2025	01/16/2025	01/20/2025

1. **Note: It is recommended that applicants schedule a meeting in order to submit an application.**

2. Bold dates represent adjusted event dates due to department observed holidays.

3. The Pre-Application Submittal does not guarantee consideration for the Pre-Application Conference. The applicant must submit an 'approved' Conceptual Site Plan by the deadline shown. Once provided, the applicant will be placed on the next available pre-application conference agenda.

4. To schedule a Pre-Application Submittal or Formal Site Plan Submittal, please contact a planner at (318) 673-6480.