

Walter R. Siegel, Chairman

## M E M O

To: All Developers and Engineers (*Please copy and distribute to those in your office.*)  
 From: Darrell C. Webster, Director  
 David Radachy, Senior Planner  
 Date: February 1, 2008  
 Subject: **2008 Meeting and Submission Dates**

The following chart shows meeting dates of the Lake County Planning Commission and the subdivision submittal deadlines for those meetings. All plans or plats must be submitted with the proper application, supplementary paperwork including a statement of compliance with previous stipulations, and fees for final plats before the deadline listed below. **No subdivision submittal will be accepted if the packet is incomplete.** A subdivision is not accepted until the Planning Commission Director or staff has had time to review the submittal. Therefore, it is highly recommended to submit **before the 9:00 a.m. deadline** in order to allow time to correct unanticipated errors that could mean rejection of the submittal.

Pre-application conferences are now mandatory and shall be scheduled. Potential problems and solutions can be dealt with before submittal, thus expediting proposals.

| Pre-Application Deadline<br>Wednesday<br><b>4:00 p.m.</b> | Pre-Application Meeting<br>Wednesday<br><b>10:00 A.M.</b> | Subdivision Packets<br>Deadline<br>Wednesday<br><b>9:00 a.m.</b> | Variance Submission<br>Deadline<br>Monday<br><b>12:00 p.m.</b> | Planning Commission<br>Meetings<br>Tuesdays<br><b>7:00 P.M.</b> | Planning Commission<br>Alternate Meetings<br>Thursdays<br><b>7:00 P.M.</b> |
|---|---|--|--|---|--|
| 1/23/08   | 1/30/08   | 2/06/08  | *Friday<br>2/15/08   | 2/26/08   | 2/28/08  |
| 2/20/08   | 2/27/08   | 3/05/08  | 3/17/08  | 3/25/08   | 3/27/08  |
| 3/26/08   | 4/2/08  | 4/09/08  | 4/21/08  | 4/29/08   | 5/1/08   |
| 4/23/08   | 4/30/08   | 5/07/08  | 5/19/08  | 5/27/08   | 5/29/08  |
| 5/21/08   | 5/28/08   | 6/04/08  | 6/16/08  | 6/24/08   | 6/26/08  |
| 6/25/08   | 7/02/08   | 7/09/08  | 7/21/08  | 7/29/08   | 7/31/08  |
| 7/23/08   | 7/30/08   | 8/06/08  | 8/18/08  | 8/26/08   | 8/28/08  |
| 8/27/08   | 9/03/08   | 9/10/08  | 9/22/08  | 9/30/08   | 10/02/08   |
| 9/24/08   | 10/01/08  | 10/08/08   | 10/20/08   | 10/28/08  | 10/30/08   |
| 10/22/08  | 10/29/08  | 11/05/08   | 11/17/08   | 11/25/08  | *Monday<br>12/01/08  |
| *Monday<br>11/17/08                                       | *Monday<br>11/24/08                                       | *Monday<br>12/01/08  | *12/08/08  | *12/16/08   | *12/18/08  |
| *Tuesday<br>12/23/08                                      | *Tuesday<br>12/30/08                                      | 1/07/09  | *Tuesday<br>1/20/09  | 1/27/09   | 1/29/09  |
| 1/21/09   | 1/28/09   |  |  |   |  |

\*Dates changed because of holidays.