



Jason W. Boyd, Director  
 Walter R. Siegel, Chairman

## M E M O

To: All Developers and Engineers (*Please copy and distribute in your office.*)  
 From: Jason W. Boyd, Director  
 David Radachy, Senior Planner  
 Date: February 2, 2009  
 Subject: **2009 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**. Therefore, it is highly recommended to submit them before the deadline shown below in order to allow time to correct unanticipated errors that could mean rejection of the submittal. **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. Pre-application conferences are scheduled to find potential problems and possible solutions that can be dealt with before submittal, thus expediting proposals.

Pre-Application Deadline by <b>4:00 p.m.</b>	Pre-Application Meeting <b>1:00 P.M.</b>	Subdivision Packets Due Wednesday by <b>9:00 a.m.</b>	Agenda Deadline*** Monday by <b>12:00 p.m.</b>	Planning Commission Meeting on Tuesdays @ <b>7:00 p.m.</b>	Planning Commission Alternate Mtg. Date on Thurs. @ <b>7:00 p.m.</b>
1/21/09	1/28/09	2/4/09	* Friday 2/13/08	2/24/09	2/26/09
2/23/09	3/3/09	3/11/09	3/23/09	3/31/09	4/2/09
3/25/09	4/1/09	4/8/09	4/20/09	4/28/09	4/30/09
4/22/09	4/29/09	5/6/09	5/18/09	5/26/09	5/28/09
5/28/09	6/4/09	6/10/09	6/23/09	6/30/09	7/2/09
6/24/09	7/1/09	7/8/09	7/20/09	7/28/09	7/30/09
7/22/09	7/29/09	8/5/09	8/17/09	8/25/09	8/27/09
8/26/09	9/2/09	9/9/09	9/21/09	9/29/09	10/1/09
9/23/09	9/30/09	10/7/09	10/19/09	10/27/09	10/29/09
10/20/09	10/28/09	11/4/09	11/16/09	11/24/09	*Monday 11/30/09
11/9/09	11/16/09	*Tuesday 11/24/09	12/7/09	12/15/09	12/17/09
12/22/09	12/29/09	1/6/10	*Tuesday 1/19/10 by 9:00 a.m.	1/26/10	1/28/10
**1/20/10	**1/27/10				

\*Dates changed because of holidays.

\*\*Dates to be set at this time to allow enough time to prepare for possible pre-application meeting the day after the Planning Commission meeting sets dates & times for 2009.

\*\*\*Items requiring a 7-day notice and not listed on this chart.