



MEMORANDUM

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TO: All Planning Board and Zoning Board of Adjustment Applicants

FROM: Elide M. Post, Land Use Coordinator/Planning/Zoning Board Secretary

Ann Bell
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DATE: October 14, 2011

SUBJECT: Updated TRC Meeting Dates and Submission Deadlines for 2011/2012

Elide M. Post
Planning/Zoning Board
Secretary & Land
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The Technical Review Committee (TRC) reviews all Planning Board and Zoning Board of Adjustment applications for completeness prior to consideration by the Planning Board or Zoning Board of Adjustment. TRC Meetings are held on the first Wednesday of the month at 10:00 a.m. with the exception of July as it falls on the 4th, which is a holiday. The following is an updated list of the TRC Meeting dates and submission weeks for 2011/2012. Application submissions will only be accepted during those dates listed below.

<u>TRC Meeting Date</u>	<u>Dates for Submission</u>
January 4, 2012	November 21 - 28, 2011
February 1, 2012	December 19 - 23, 2011
March 7, 2012	January 23 - 27, 2012
April 4, 2012	February 20 - 24, 2012
May 2, 2012	March 19 - 23, 2012
June 6, 2012	April 23 - 27, 2012
July 3, 2012*	May 21 - 25, 2012
August 1, 2012	June 18 - 22, 2012
September 5, 2012	July 23 - 27, 2012
October 3, 2012	August 20 - 24, 2012
November 7, 2012	September 24 - 28, 2012
December 5, 2012	October 22 - 26, 2012

*The July 3, 2012 date may be changed.