

The following information is designed to help you and the Madison County Planning and Development Office to be more efficient in compiling paperwork for the following Committees. **All Minor and Major Plats, Site Development Plans, Conditional Use Permits, Land Use Change Applications, and Dimensional Variances** should be completed and the correct number of copies received by our office by the following deadlines:

Development Review Team: Meets on the last Wednesday of each month if there is a Site Development Plan to approve. All Final paperwork (**12 copies**) should be received on **Wednesday by 1:00 p.m. the week prior to the proposed meeting.**

Work Session for the Planning Commission: This committee meets on the first Tuesday of each month. All final paperwork (**12 copies**) should be received on **Wednesday at 1:00 p.m. one (1) week prior to the proposed meeting.**

Business Session of Planning Commission: This committee meets on the third Tuesday of each month. All final paperwork (**12 copies**) should be received on **Wednesday at 1:00 p.m. one (1) week prior to the proposed meeting, with the exception of a Zone Change which will require three (3) weeks.**

Board of Adjustments: The BOA only meets when a Conditional Use or Dimensional Variance is required. All final paperwork (**7 copies**) should be received on **Wednesday at 1:00 p.m. two (2) weeks prior to a previously scheduled meeting. Or we will schedule meetings as needed.**

All plats must be signed in and fees paid prior to submittal to these committees. Your cooperation would be greatly appreciated in this matter. If you have any questions, or need additional information, please feel free to contact us.

Sincerely,

Marty Sizemore
Madison County Planning and Development