

CITY OF MARTINSBURG
PLANNING COMMISSION
APPLICATION and MEETING DATES for 2013

SITE PLAN APPLICATION DEADLINES
December 2012 – March 2013

MEETING DATE (6 PM)	APPLICATION DEADLINE (3PM)
01-02-13	11-19-12
02-06-13	12-23-12
03-06-13	01-18-13
04-03-13	02-15-13
05-01-13	03-18-13
06-05-13	04-22-13
07-10-13	05-24-13
08-07-13	06-24-13
09-04-13	07-24-13
10-02-13	08-19-13
11-06-13	09-23-13
12-04-13	10-21-13
01-08-14	11-22-13
02-05-14	12-18-13
03-05-14	01-17-14

A pre-application review will be held once a month at a date and duration to be determined by the Planning Department based upon number of applications and schedule availability. Representatives from the Martinsburg Fire Department, Water & Sewer Department and other relevant departments/agencies will be asked to meet with the City Engineer/Planning Director and City Planner to formally discuss and prepare review comments. Comments will be available to the applicant one full week before the Planning Commission application deadline. Entry onto the Planning Commission Agenda will be approved only when all preliminary review comments and approvals have been obtained and addressed. Be aware that this requirement may mean multiple staff preliminary reviews before officially meeting with the Planning Commission. The Planning Director reserves the right to require the project engineer and/or developer be present for necessary subsequent meetings as appropriate. The Planning Director also reserves the right to eliminate unnecessary preliminary reviews.

A preliminary review is required if you are subdividing more than five (5) lots or submitting a site plan for more than five (5) acres.