

**CITY OF MARTINSBURG**  
**PLANNING COMMISSION**  
**APPLICATION and MEETING DATES for 2016**

**SITE PLAN APPLICATION DEADLINES**  
**January 2016 – March 2017**

<b>MEETING DATE (6 PM)</b>	<b>APPLICATION DEADLINE (3PM)</b>
01-06-16	11-18-15
02-03-16	12-16-15
03-02-16	01-18-16
04-06-16	02-19-16
05-04-16	03-18-16
06-01-16	04-15-16
07-06-16	05-20-16
08-03-16	06-16-16
09-07-16	07-22-16
10-05-16	08-18-16
11-02-16	09-16-16
12-07-16	10-21-16
01-04-17	11-18-16
02-01-17	12-16-16
03-01-17	01-16-17

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 for the following activities: 1) subdividing more than five (5) lots, 2) submitting a site plan for more than five (5) acres, 3) new development that will create 5,000 square-foot or more of impervious cover and/or disturb one (1) acre or more of land, 4) redevelopment that will create/add/replace 5,000 square-foot or more of impervious cover and/or disturb one (1) acre or more of land.