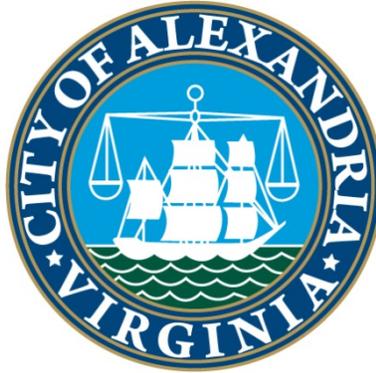


# Alexandria Department of Planning and Zoning



## Planning Commission

### 2016 Application Filing Deadlines and Hearing Schedule

Please carefully read the information under the schedule on the next page. Call or [email](#) Planning & Zoning staff for assistance with filing an application and notice requirements.

Call: 703-746-4666 | Email: [PlanComm@alexandriava.gov](mailto:PlanComm@alexandriava.gov) | Visit: [www.alexandriava.gov/Planning](http://www.alexandriava.gov/Planning)

## Planning Commission Application Filing Deadlines and Hearing Schedule

Planning Commission Hearing Date	City Council Hearing Date	Preliminary Filing Deadline	Final Filing Deadline	Submit Notice Documents for Staff Review	Notice Period Deadlines
1/5/2016	1/23/2016	10/12/2015	10/27/2015	12/21/2015	12/24/2015 - 12/26/2015
2/2/2016	2/20/2016	11/9/2015	11/24/2015	1/15/2016	1/21/2016 - 1/23/2016
3/1/2016	3/12/2016	12/7/2015	12/22/2015	2/8/2016	2/11/2016 - 2/20/2016
4/5/2016	4/16/2016	1/11/2016	1/26/2016	3/11/2016	3/18/2016 - 3/26/2016
5/3/2016	5/14/2016	2/8/2016	2/23/2016	4/11/2016	4/14/2016 - 4/23/2016
6/7/2016	6/18/2016	3/14/2016	3/29/2016	5/16/2016	5/19/2016 - 5/28/2016
7/7/2016	RECESSED	4/13/2016	4/28/2016	6/1/2016	6/7/2016 - 6/27/2016
IN AUGUST, PLANNING COMMISSION AND CITY COUNCIL HEARINGS ARE IN RECESS					
9/8/2016	9/17/2016	6/15/2016	6/30/2016	8/15/2016	8/18/2016 - 8/29/2016
10/4/2016	10/15/2016	7/11/2016	7/26/2016	9/12/2016	9/15/2016 - 9/24/2016
11/1/2016	11/12/2016	8/8/2016	8/23/2016	10/7/2016	10/13/2016 - 10/22/2016
12/6/2016	12/17/2016	9/12/2016	9/27/2016	11/14/2016	11/17/2016 - 11/26/2016
1/5/2017	1/28/2017	10/12/2016	10/27/2016	12/21/2016	12/26/2016 - 12/29/2016
2/7/2017	2/18/2017	11/14/2016	11/29/2016	1/16/2017	1/19/2017 - 1/28/2017
3/7/2017	3/18/2017	12/12/2016	12/27/2016	2/13/2017	2/16/2017 - 2/25/2017

- Planning Commission Hearing Date** – Planning Commission hearings are normally held on the 1<sup>st</sup> Tuesday of each month at 7:00pm in City Hall Council Chambers, 301 King Street. \*Some hearing dates have been adjusted due to holidays or elections. **Hearing dates are subject to change.**
- City Council Hearing Date** – City Council public hearings are held on the 2<sup>nd</sup> or 3<sup>rd</sup> Saturday of each month at 9:30am in City Hall Council Chambers, 301 King Street. The hearing dates are subject to change.
- Preliminary Filing Deadline** – Planning and Zoning **strongly recommends** that applicants submit applications and supporting materials on this date so that staff can review them for completeness. Applicants will be notified if additional information is needed for the application to be complete by the final filing deadline.
- Final Filing Deadline - Complete** applications and fees must be submitted on this date. Incomplete applications will not be scheduled for Planning Commission and City Council hearings. [Click here for the current fee schedule.](#)
- Submit Notice for Staff Review** – Planning and Zoning **strongly recommends** that applicants submit notice documents on this date to allow staff to review them before mailing. It is extremely important that written notice is sent correctly. Incorrect notice may result in the deferral of the request.
- Notice Deadlines** – Written notice to abutting properties owners must be sent within the dates listed. If the notice is sent earlier or later than the dates listed, it cannot be certified and the application will be deferred to the next hearing date.