



**City of Alexandria**  
**2016 Planning Commission & City Council**  
**Hearing Schedule and Filing Deadlines for Development Projects**

Hearing Dates Planning Commission & City Council		Preliminary Plan Verification of Completeness Submission Deadline <b>before 3:00pm (1)</b>	Preliminary Plan Must be Deemed Complete (2)	Submit Notice Documents for Staff Review (3)	Notice Period Written notice must be sent to the abutting property owners within this time period. (4)		
1/5/2016	1/23/2016	10/20/2015	10/27/2015	12/21/2015	12/24/2015	-	12/26/2015
2/2/2016	2/20/2016	11/17/2015	11/30/2015	1/15/2016	1/21/2016	-	1/23/2016
3/1/2016	3/12/2016	12/15/2015	12/28/2015	2/8/2016	2/11/2016	-	2/20/2016
4/5/2016	4/16/2016	1/19/2016	1/28/2016	3/11/2016	3/17/2016	-	3/26/2016
5/3/2016	5/14/2016	2/16/2016	2/25/2016	4/11/2016	4/14/2016	-	4/23/2016
6/7/2016	6/18/2016	3/22/2016	3/31/2016	5/16/2016	5/19/2016	-	5/28/2016
7/7/2016	<b>Recessed</b>	4/21/2016	5/2/2016	6/1/2016	6/7/2016	-	6/27/2016
Planning Commission and City Council are in recess during the month of August.							
9/8/2016	9/17/2016	6/23/2016	7/5/2016	8/15/2016	8/18/2016	-	8/29/2016
10/4/2016	10/15/2016	7/19/2016	7/28/2016	9/12/2016	9/15/2016	-	9/24/2016
11/1/2016	11/12/2016	8/16/2016	8/25/2016	10/7/2016	10/13/2016	-	10/22/2016
12/6/2016	12/17/2016	9/20/2016	9/29/2016	11/14/2016	11/17/2016	-	11/26/2016
1/5/2017	1/21/2017	10/20/2016	10/31/2016	12/21/2016	12/22/2016	-	12/25/2016
2/7/2017	2/25/2017	11/22/2016	12/1/2016	1/16/2017	1/26/2017	-	1/28/2017
3/7/2017	3/18/2017	12/20/2016	12/29/2016	2/13/2017	2/16/2017	-	2/25/2017

(1) Preliminary Plan w/ Verification of Completeness Submission Deadline - Applicants must submit their preliminary plan for a verification of completeness review by this date. Plans must be submitted before 3:00pm to be distributed on the same day.

(2) Preliminary plans and applications must be deemed complete by City staff by this date.

(3) Planning and Zoning **strongly recommends** that applicants submit notice documents on before or 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.

(4) Notice Period – 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.