



TOWN OF CHAPEL HILL
Planning Department
405 Martin Luther King Jr. Blvd.
Chapel Hill, NC 27514-5705

phone (919) 968-2728
email planning@townofchapelhill.org
www.townofchapelhill.org

Concept Plan Review Schedule		
I.	II.	III.
Submittal Deadline	Planning Commission Review	Town Council Review
First Tuesday by 5:00 PM	Tuesday at 7:00 PM	Wednesday at 6:00 PM
1/2/2024	2/6/2024	February / First Available
2/6/2024	3/5/2024	March / First Available
3/5/2024	4/2/2024	April / First Available
4/2/2024	5/7/2024	May / First Available
5/7/2024	6/4/2024	June / First Available
8/6/2024	9/3/2024	September / First Available
9/4/2024	10/1/2024	October / First Available
10/1/2024	11/5/2024	November / First Available
12/3/2024	1/7/2025	January 2025 / First Available
No submittal dates in June, July, and November - due to breaks in meeting schedules for the following month		

Schedule Guidance

- I. Submittal Deadline:** First Tuesday of the month by 5:00pm. Apply online at <https://chapelhillnc.viewpointcloud.com/>. No hard copies are required. Applications received after the submittal deadline will be deferred to the following month.

Planning staff will notify applicants of the fee amount due and any application deficiencies later in the week.

- II. Planning Commission Review:** First Tuesday of the month following Concept Plan submittal, at 7:00pm. Meetings are typically virtual.

The Planning Commission reviews Concept Plans that *fall below* the minimum thresholds listed in [Section 4.3](#) of the Land Use Management Ordinance (as amended in November 2023). These Concept Plans do not require Town Council review.

Applicant presents to the Planning Commission and answers questions. The Planning Commission hears public comment and provides feedback on the Concept Plan. The applicant considers this feedback when preparing the first submittal for the Technical Review Team (TRT).

III. Town Council Review: Meetings are held on Wednesdays, typically twice a month at 6:00pm. Meetings are at Town Hall.

Town Council reviews Concept Plans that *meet or exceed* the minimum thresholds listed in [Section 4.3](#) of the Land Use Management Ordinance (as amended in November 2023). These Concept Plans do not require Planning Commission review.

Applicant presents to the Chapel Hill Town Council and answers questions. The Council hears public comment and provides feedback on the Concept Plan. The applicant considers this feedback when preparing the first submittal for the Technical Review Team (TRT).

Town Council typically discusses no more than one Concept Plan per meeting. Planning staff will assign the applicant a meeting date that takes place at least 5 weeks following the submittal deadline and has availability for a Concept Plan discussion. Meeting dates are assigned on a first-come, first-served basis.