



Office of Planning & Development

Site Plan Review Procedures

Section 1: Site Plan Review Procedures

Section 2: Application Form

Section 3: Review Requirements Checklist

Planning/Zoning Escrow Affidavit & Fee Schedule

Planning/Zoning Meeting Calendar



TEXAS TOWNSHIP SITE PLAN REVIEW

7110 West Q Ave
Kalamazoo, MI 49009
P: 269.375.1591
F: 269.375.0791
www.texastownship.org

WELCOME

On behalf of the Texas Township Board of Trustees, I'd like to thank you for selecting Texas Township for your next development project. We are proud of the growth our township has experienced in recent years and firmly believe that Texas Township is the premier location for both commercial and residential projects. We are dedicated to providing exceptional service to our residents, businesses, and developers, and look forward to partnering with you during this process!

In this application packet, you will find five sections of information:

1. [A detailed overview of the Site Plan Review procedures](#)
2. [An application form to be completed by the applicant and legal property owner](#)
3. [A checklist of requirements for the review process](#)
4. An escrow affidavit form to be completed by the applicant (includes Planning/Zoning fee schedule)
5. The Planning Commission Meeting Calendar

Additionally, we encourage each applicant to review our [ClearZoning Ordinances](#) prior to submission. Here are a few resources that may assist you with the application process:

- Texas Township Ordinances: <http://www.texastownship.org/ordinances/>
- Road Commission of Kalamazoo County: <https://www.kalamazooountyroads.com/>
- Kalamazoo County Drain Commissioner: <https://www.kalcounty.com/drain/>

Our Planning Department is available to assist you through this process and their contact information is below. If you have any questions or concerns, please do not hesitate to reach out.

PLANNING DEPARTMENT CONTACT INFO

Planning, Zoning and Development Administrator: Steve Deisler | sdeisler@texastownship.org

Administrative Assistant: Brooke Hovenkamp | brookeh@texastownship.org

Phone: 269.375.1591

Web: <http://www.texastownship.org/planningzoningdevelopment/>

Welcome to Texas Township!

Julie VanderWiere

Julie VanderWiere
Texas Township Superintendent

Please review the [Texas Township ClearZoning Ordinances](#) prior to submission of your application.

APPLICATION AND REVIEW PROCEDURES

The intent of this process is to provide for consultation and cooperation between the developer and the Texas Township Planning Commission, in order that the developer may accomplish their objectives in the utilization of their land within the regulations of the township zoning ordinance.

1. Napkin Meeting

Prior to starting the application process, the applicant is **strongly encouraged** to meet with the Township Planning, Zoning and Development Administrator, Building Official and Fire Chief to review the application filing procedures and consult on conceptual plans.

2. Application Requirements

For preliminary review, applicant shall file the below items no less than 28 days prior to a scheduled Planning Commission Regular Meeting:

- (1) One original signed application form
- (1) One completed/signed site plan review (SPR) checklist
- (1) Electronic PDF version of the signed application form
- (1) Electronic PDF version of the signed SPR checklist
- (1) Application fee
- (1) Escrow fee & signed escrow affidavit
- (5) Five sets of preliminary plans at half-scale
- (1) One 11" x 17" print of preliminary plans
- (1) One electronic PDF version of preliminary plans

3. Preliminary Staff Review

The Township Planner, Building Official, Township Engineer, and Fire Department shall complete the preliminary staff review no less than 21 days prior to the meeting date; whereby they shall without delay report in writing to the applicant any deficiencies to the minimum submittal standards set by the Planning Commission. They may also note to the applicant any obvious Zoning Ordinance violations or any other issues relating to the Fire or Building Codes that may apply to this review level.

DEVELOPMENTS REQUIRING SITE PLAN REVIEW:

- Multiple-family residential development
- Mobile home park development
- Office development
- Commercial development or uses
 - *Examples: Schools, stores, colleges, banks, restaurants, churches, etc.*
- Industrial development or use
- All special exception uses and development of property for any special exception use;
- Any change in any of the developments or uses of land in subsections (a)(1)-(a)(6) of this section which:
 - *Changes the existing use of any part or all of a parcel or site;*
 - *Changes the area or location of any building, structure or use;*
 - *Changes any building height or the height of any structure;*
 - *Changes the area of the parcel or site;*
 - *Changes any driveway, sidewalk, parking area, or other vehicular or pedestrian circulation feature;*
 - *Changes any use, structure, building, grade or other feature shown (or required by section 36-123(3) to be shown) on an approved site plan;*
- Any structure or use other than single-family or two-family dwellings in the A district;
- Education and business technology district development or use.
- Public Road development (for purposes of land division).

Please review the [Texas Township ClearZoning Ordinances](#) prior to submission of your application.



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4. Notice to Applicant

The applicant shall be noticed in writing, 21 days prior to the meeting date, to revise, correct, modify or amend their submittals per the written preliminary staff review. Failure to provide all data requested by preliminary staff review will cause the application to be rescheduled to a future meeting date. Any substantial changes made by the applicant following preliminary staff review could cause the application to be rescheduled to a future meeting date.

5. Revised Plan Submission

The applicant shall submit the following items (revised per preliminary staff review) with corresponding data to be clipped to each copy of the plan no later than 14 days prior to the meeting date.

- (5) Five sets of final plans at half-scale (plans to be folded to approx. 8.5" x 11")
- (1) One 11" x 17" print of final plans
- (1) One electronic PDF version of final plans
- Equal number of paper & electronic copies of any corresponding documentation required for review (clipped to each plan)

6. Placement on Planning Commission Agenda

The Planning Commission Chairperson shall set the project on the next meeting agenda, provided the fees, application and plans were submitted at least 28 calendar days prior (Section 7.113. D), and all preliminary review findings were submitted 14 days prior to the scheduled meeting date.

7. Special Meetings

Applicants may request a special meeting with the Planning Commission no less than 28 calendar days in advance of the proposed special meeting date, provided that the above procedures are met, a special meeting fee has been paid, and a quorum of the Planning Commission can be assembled.

8. Preparing Meeting Packets

The office shall prepare packets for all Planning Commission members, which shall include all project documentation and revised plans. Packets and agendas will be prepared and posted the Thursday prior to the meeting date.

9. Public Notice Requirements

A site plan review application does not require a public hearing, and as such, there are no public noticing requirements. However, if a special exception use application is submitted, then a public hearing would be held and a public notice would be circulated no later than 15 days prior to the meeting.

10. Planning Commission Meeting

Planning Commission to conduct a site plan review and grant approval or deny approval; stating conditions.

Please review the [Texas Township ClearZoning Ordinances](#) prior to submission of your application.



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APPLICATION FORM

I (we), the undersigned do hereby submit one packet that includes: completed and signed application, drawings, and supporting documentation, review fee, and escrow of the site plan for the purpose of obtaining Site Plan Review and approval 28 days prior to the regularly scheduled meeting. In making this application, I (we) acknowledge that the Township Planning Commission has discretion to impose reasonable terms and conditions as a condition of issuance of such permit.

Please review the [Texas Township ClearZoning Ordinances](#) that pertain to your project prior to submission of your application.

APPLICANT INFORMATION

Developer Name: _____

Point of Contact Name: _____

Email: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

PARCEL INFORMATION

Subject Parcel Number: 3909- _____ - _____ - _____

Subject Parcel Street Address: _____

Current Zoning Classification: _____

Area of Subject Property: Acres: _____ - OR - Square Feet: _____

Legal Description (per deed of record Kal. Co. Register of Deeds) _____

LEGAL OWNER INFORMATION

Legal Owner of Parcel: _____

Legal Owner's Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Above legal owner has consented to this application? Yes: _____ No: _____

DEVELOPMENT INFORMATION

General Description of Proposed Development

Please review the [Texas Township ClearZoning Ordinances](#) prior to submission of your application.



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BRIEF OVERVIEW OF APPLICATION REQUIREMENTS & PROCESS

APPLICATION REVIEW PROCESS

- **28 Days Prior to Meeting - Application Deadline**
- **21 Days Prior to Meeting - Preliminary Review Deadline**
 - Memos from Planner, Building Department, Fire Department & Engineer submitted to applicant with recommended plan changes
- **14 Days Prior to Meeting - Final Review Deadline**
 - Applicant submits final plans for review by Planning Commission

APPLICATION REQUIREMENTS

Application & Preliminary Review

- (1) One original signed application form
- (1) One completed/signed site plan review (SPR) checklist
- (1) Electronic PDF version of the signed application form
- (1) Electronic PDF version of the signed SPR checklist
- (1) Application fee
- (1) Escrow fee & signed escrow affidavit
- (5) Five sets of preliminary plans at half-scale
- (1) One 11" x 17" print of preliminary plans
- (1) One electronic PDF version of preliminary plans

Final Review

- (5) Five sets of final plans at half-scale (plans to be folded to approx. 8.5" x 11")
- (1) One 11" x 17" print of final plans
- (1) One electronic PDF version of final plans
- Equal number of paper & electronic copies of any corresponding documentation required for review (clipped to each plan)

In making this application, I (we) acknowledge that the Planning Commission will review this site plan at a public meeting, that I (we) or a representative on my (our) behalf will be expected to attend the public meeting in order to provide information and answer questions, and that the meeting will be open to all interested persons who desire to attend. I (we) also grant permission to any Texas Township official or representative to enter and inspect the subject property for purposes related to this application.

Signature of Deed Holder: _____ **Date:** _____

Signature of Applicant: _____ **Date:** _____

Office Use Only

Date Received: _____ **Time:** _____ **Received By:** _____

App Fee Paid: \$ _____ **Check #:** _____ **Escrow Fee Paid:** \$ _____ **Check #:** _____

Planning Commission Meeting Date: _____

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REVIEW REQUIREMENTS CHECKLIST

Please complete this worksheet to verify that the site plan materials you submit meet the Planning Commission's expectations for a concise, tidy review. Our site plan review process provides opportunities for revisions, however, if we resolve missing information early then we can reduce handling time and unnecessary deliberations.

Document Preparation

Each sheet, in its title block, should have an appropriate scale, north arrow, preparation date, title, sheet number, and the entity responsible for preparation of the sheet. Revisions should be dated in the title block and 'bubbled' on each sheet in color. Details may be on separate sheets.

SUBJECT PROPERTY INFORMATION AND SURVEY

- Location of subject property in relation to surrounding streets, including dimensions;
- The legal description of the subject property;
- Any Land Divisions proposed as part of the development;
- Existing elevation contours of the subject property and all land within 200' of the subject property;
- Dimensions on all lines, structures, and building setbacks;
- Angles of property lines;
- Existing and proposed right-of-ways with dimensions;
- The legal description of the subject property;
- Easements on and within 200' feet of the subject property;
- Structures and improvements (buildings, fences, walls, parking lots, culverts, sidewalks, etc.) on and within 200' of the subject property boundaries;
- Identify uses and zoning of all adjacent properties.

EXISTING ENVIRONMENTAL CONDITIONS

All natural features including but not limited to:

- Wooded areas and/or trees 8" or more in diameter;
- Wetlands;
- County Drains, drainage easements, and drainage districts; and
- Bodies of water (lakes, streams, etc.)
- Identify areas if within Wellhead Protection Zone and specify capture zone.

LANDSCAPING

- Specify the location and use of open spaces on the plan;
- Proposed alteration of natural features / topography including existing and proposed grades;
- Calculation of landscaping and open space areas as a % of site area;
- Schedule of landscaping including seed mixtures and plant types;
- Location of landscaping (trees, shrubs, flowerbeds);
- Natural and manmade drainage channels.

UTILITIES (Existing and proposed)

- Roads and parking areas, including curb section, driveway, and pavement details within 200';
- Existing and proposed electrical, cable, and fiber lines with construction details;
- Existing and proposed water and sanitary sewer lines with construction details existing and proposed;

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- Stormwater pipes, conveyances, structures and basins with construction details;
- Underground storage tanks.

GRADING and STORMWATER

- Impervious surfaces;
- Proposed graded elevation contours;
- Detention and Retention areas;
- Results of soils testing for drainage suitability;
- Stormwater calculations for a 3" dispersal over all surfaces;
- Drainage easements and districts.

FIRE AND EMERGENCY ACCESS

- Fire lanes;
- Fire department sprinkler and stand pipe connections including details;
- Fire hydrants existing and proposed with dimensioned radius to extent of all structures from the hydrant;
- Knox boxes and Knox Cap connections;
- Refer to Texas Township Fire Department documents for requirements.

PARKING AND CIRCULATION for vehicular and pedestrian traffic (fully dimensioned)

- Existing, preserved, and proposed right-of-way;
- Driveways and Streets. Explain compliance with access management (Section 36.5.9);
- Loading zones proposed; with hours of use and size
- Service lanes;
- Service parking;
- Parking spaces, including the building use group and Michigan barrier free spaces, with angles and dimensions;
- Parking requirement calculations;
- Land banked parking areas;
- Directional Signage, wayfinding, and pavement markings
- Show connectivity to existing or planned Township trails. Reference current 5-year Recreation Plan
- Sidewalks and Trails with construction details. Show connections and future connections;
- Provide Cross Access Agreement for required proposed and future connections;
- Barrier free ramp/transition details with ADA required elements.

BUILDINGS AND ELEVATIONS (including all appropriate dimensions)

- Percentage of buildings and impervious surfaces coverage compared to the area of the subject parcel(s) lot coverage;
- Location of all proposed main and accessory buildings and structures;
- Existing and proposed main and accessory building heights;
- Proposed finished floor elevations;
- Floor plans with room designations by occupancy classification and dimensioned, including typical unit layout for multiple family residential;
- All proposed grade line elevations;
- Square footage of floor space of all proposed main and accessory buildings;
- Elevation views of front, sides and rear of proposed buildings, including proposed signage that is compliant with the Zoning Ordinance;
- Relation of all proposed buildings to all existing structures on site and within 200 feet of parcel boundaries;

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- Occupancy classification (per the Michigan Building Code) for each proposed building and use by square footage
- Type of Construction (per the Michigan Building Code).
- Relation of one proposed building to another including measurements between those buildings, including all projections;

WASTE DISPOSAL

- Waste disposal enclosures including protection bollards and construction details with walk-in access;
- Indicate the types of containers to be in the enclosure i.e. recycling, grease collection, etc.

PHOTOMETRICS

- Contour maps showing lighting in foot candles; and
- Lighting fixture locations with lamp types and dimensioned pole/post/mount details.

REQUIRED PERMITS

Applicant to provide evidence that the site plan has been submitted for review to the affected County, State and Federal agencies, including, but not limited to the Kalamazoo County Road Commission; the County Health Department(s); the County Drain Commission; Michigan Department of Transportation and the Michigan Department of Environmental Quality.

IMPORTANT NOTES

- Staff will conduct a cursory review and if elements listed in this checklist have not been addressed the application will not be accepted for further review.
- An incomplete site plan will not be accepted for review.
- There are no exceptions to deadline requirements.

Signature of Applicant: _____ Date: _____

Please review the [Texas Township ClearZoning Ordinances](#) prior to submission of your application.



OFFICE OF PLANNING & ZONING Planning/Zoning Application Fees & Escrow Affidavit

The Charter Township of Texas Board of Trustees is authorized by state statute and the Texas Township Zoning Ordinance to establish fees for the processing of planning, zoning, and development reviews. The Board believes it is reasonable and appropriate to place the cost of processing these applications (or applications involving unusual costs to the Township) onto the applicants involved rather than on the taxpayers of the Township, and as such, has by resolution adopted the following application and escrow fee schedule. The Board intends that planning, zoning, and development review fees and escrow amounts be reasonably proportionate to the costs incurred by the Township for the particular action requested, and that such fees and escrow amounts be used to defray the costs of administering the Charter Township of Texas Code of Ordinances under Michigan law.

Planning Commission Fee Schedule (PC)		
Project	Application Fee	Escrow Fee
Site Plan Review	▪ Application Fee: \$600	▪ \$1500
Special Exception Use or Planned Unit Dev. (PUD) (PUD Also requires Plat/Site Condo/Condo Dev Application)	▪ Application Fee: \$400	▪ \$500
Text Amendment	▪ Application Fee: \$600	▪ \$1,500
Rezoning/Zoning Map Amendment	▪ Application Fee: \$600 ▪ Fee for Concurrent Master Plan Amendment: \$200	▪ \$1,500
Plats/Site Condominiums/ Condominium Development/Mixed Use Site Condominium	▪ Application Fee for Step 1: \$600 (Includes Site Plan Review) ▪ Application Fee for Step 2: \$600 ▪ Application Fee for Step 1 & Step 2 Concurrent: \$600 ▪ Application Fee for Step 3: \$600	▪ Escrow for PC Step 1: \$1,500 ▪ Escrow for PC Step 2: \$TBD** ▪ Escrow for PC Step 1 & 2 Concurrent: \$1500 + \$TBD** ▪ Escrow for Step 3: N/A
Request for Special Meeting	▪ \$900 (In addition to application costs)	▪ N/A
**Escrow for Plats/Site Condominiums Step 2: The Township Engineer must provide an estimate of construction inspection expenses with their Step 1 project review. The Zoning Administrator will review the estimate and the Planning Commission will make the escrow deposit in the amount of the estimate a condition of Step 2 approval.		
ZBA Fee Schedule (ZBA)		
Request for Variance	▪ Application Fee: \$900	▪ N/A
Appeal/Zoning Admin. Interpretation	▪ Application Fee: \$600	▪ N/A
Request Special Meeting	▪ \$900 (In addition to application costs)	▪ N/A



Charter Township of Texas

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Administrative Review Fee Schedule		(ADM REV)
Zoning Administrator Site Plan/Sketch Plan Amendment	▪ Application Fee: \$200	▪ N/A
Zoning Permit	▪ Application Fee: \$75	▪ N/A
Zoning Verification Letter	▪ Application Fee: \$50	▪ N/A
Sign Permit	▪ Application Fee: \$75 + \$25 per sign	▪ N/A
Temporary Sign Permit	▪ No Charge	▪ N/A
Cell Tower Co-Location	▪ Application Fee: \$250	▪ N/A
Land Division	▪ Application Fee: \$175 (Includes up to 4 divisions - Every division thereafter is \$25 per parcel)	▪ N/A

Fee Schedule Adopted September 11, 2017

The Application Fees noted above shall be designated to cover the following costs associated with review of an application:

- Applicant’s appearance at regular Planning Commission, Zoning Board of Appeals, and/or Township Board meetings
- First-class mailing of 300’ public notices as necessitated by the application
- Involvement by Township officers and employees (excluding outside contractors or professionals such as engineers, planners, architects, landscape architects, arborists, legal counsel, etc.)
- **Please note that no part of the Application Fees shall be refundable.**

In addition to the Application Fees set forth above, all other costs incurred by the Township that are directly associated with reviewing and processing an application for certain uses shall be paid (or reimbursed to the Township) from the funds in an Escrow Account established by the applicant as provided herein.

Applications requiring the submittal and maintenance of an Escrow Account include the following:

- *Commercial Site Plan Review*
- *Planned Unit Developments*
- *Special Exception Uses*
- *Site Condominiums/Condominium Developments*
- *Mixed Use Site Condominium Projects*
- *Platted Subdivisions*
- *Text Amendments*
- *Rezoning Applications*
- *Other applications when Township staff and/or officials determine the need for establishing an Escrow Account based on the potential for exceptional or unusual costs being incurred by the Township.*



An Escrow Account shall be established for all applications for which the Township will incur expenses. The Escrow Accounts for uses specified herein are to be established in increments of \$500.00, commencing with an initial deposit to the Township Planner at the time of application. The initial deposit amount is stated in the above adopted fee schedule and is dependent upon the type of application submitted. No application shall be processed prior to the Application Fee and the initial deposit for the Escrow Account, as set forth above, being deposited with the Township Planner.

At no time prior to the Township's completion of review and processing of the application shall the Escrow Account balance be allowed to drop below \$250.00. If the Escrow Account balance does drop below \$250.00, the Township Planner will so notify the applicant. The applicant must then deposit an additional amount of at least \$1000.00 or such amount as determined by the Planner or his or her designee to be reasonably necessary to cover anticipated remaining or future expenses, or both.

No further review and processing of the application shall occur until the Escrow Account has been re-established to the appropriate level as determined by the Planner or his or her designee. The Township Planning Commission may stop processing the application if the applicant is more than thirty (30) days in arrears.

The Township may draw funds from the applicant's Escrow Account to reimburse the Township for out-of-pocket expenses directly related to review and processing of the application. Expenses eligible for payment via the applicant's Escrow Account include, but are not limited to, the following:

- *Services of the Township Attorney directly related to the application (including the preparation of development agreements, or review of Master Deeds, if applicable)*
- *Services of consulting civil engineers directly related to the application*
- *Services of consulting traffic engineers and planners directly related to the application*
- *Services of consulting land use planners directly related to the application*
- *Services of other consulting professionals upon request of the Township directly related to the application*
- *Publication of public notices in the Kalamazoo Gazette as necessitated by the application*

The Township Clerk shall maintain records regarding Escrow Accounts and the Township Planner shall authorize the disbursement of Escrow Account funds in writing. Such Escrow Account funds shall be accounted for separately and maintained in a separate bank account or bank account category.

If an applicant objects to the reasonableness or amount of the Escrow Amount funds it must deposit with the Township or how the funds have been applied, the applicant can appeal the Townships determination regarding these matters to the Texas Township Board. All such appeals shall be in writing and shall be made not later than thirty (30) days after receipt of the disputed Escrow Account billing or the decision of the Planner or his or her designee.

Within ninety (90) days after final Township action on the application or withdrawal of the application by the applicant, the Township shall refund to the applicant any excess escrow funds. No interest shall be paid on refunded Escrow Account money.



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No final approval, building permit, certificate of use/occupancy permit, or other similar approvals shall be issued or final Township zoning approval be deemed granted until the escrow funds are paid in full.

Should the applicant withdraw its application or otherwise fail to complete all actions necessary for the Township to issue a final building permit or final zoning approval, the Township may seek reimbursement for its costs incurred in responding to the application. The Township shall be permitted to take any legal action to collect such costs and shall be permitted to assess all costs and legal fees incurred in the collection process.

I have read the Texas Township Planning & Zoning Application and Fees Policy and agree to abide by the same. I understand that the payment of the prescribed application and escrow fees is intended to cover the Township's cost associated with the processing and/or review of my planning or zoning application and should not in any manner be construed as suggesting any particular outcome for the application. I agree that I shall be obligated to pay the fees prescribed under the policy regardless of whether my application is approved, denied, modified or withdrawn.

Name: _____
Please Print

Date: _____

Signature: _____

Entity Responsible for Account (Billing Purposes)

Name: _____
Please Print

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____



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2018 Planning Comm. Meeting Schedule

Planning Commission Meetings

Workshop Meeting: 2nd Tuesday | 5:00 p.m.

Regular Meeting: 4th Tuesday | 6:00 p.m.

Meeting Type	Meeting Date	Application Deadline
PC Workshop	Jan 9	
PC Meeting	Jan 23	Dec 26
PC Workshop	Feb 13	
PC Meeting	Feb 27	Jan 30
PC Workshop	Mar 13	
PC Meeting	Mar 27	Feb 27
PC Workshop	Apr 10	
PC Meeting	Apr 24	Mar 27
PC Workshop	May 1*	
PC Meeting	May 22	Apr 24
PC Workshop	Jun 12	
PC Meeting	Jun 26	May 29
PC Workshop	Jul 10	
PC Meeting	Jul 24	Jun 26
PC Workshop	Aug 14	
PC Meeting	Aug 28	Jul 31
PC Workshop	Sep 11	
PC Meeting	Sep 25	Aug 28
PC Workshop	Oct 9	
PC Meeting	Oct 23	Sep 25
PC Workshop	Nov 13	
PC Meeting	Nov 27	Oct 30
PC Workshop	Dec 11	
PC Meeting	Dec 18*	Nov 20

*Meeting adjusted from normal rotation

Application Deadline: 28 days prior to meeting