

Town of Belville Board Meeting Dates & Deadlines - 2025

Planning Board- Text Amendments, Rezoning, Annexations

	Meeting Date	Complete Application Deadline*	Deadline for Complete and Compliant Application**	Legal Notice Due (2 Weeks)	25 Days Prior to Board Meeting	10 Days Prior to Board Meeting	Draft Packet Due	Final Packet Due	Board of Commissioners Meeting (4th Monday of the Month)***	BCC Leland Center Room Number	
Planning Board	January	1/7/2025	12/6/2024	12/16/2024	12/17/2024	12/13/2024	12/28/2024	12/27/2024	12/30/2024	2/24/2025	
	February	2/4/2025	1/3/2025	1/13/2025	1/14/2025	1/10/2025	1/25/2025	1/23/2025	1/27/2025	3/24/2025	
	March	3/4/2025	1/31/2025	2/10/2025	2/11/2025	2/7/2025	2/22/2025	2/20/2025	2/24/2025	4/28/2028	
	April	4/1/2025	2/28/2025	3/10/2025	3/11/2025	3/7/2025	3/22/2025	3/20/2025	3/24/2025	5/19/2025	
	May	5/6/2025	4/15/2025	4/4/2025	4/15/2025	4/11/2025	4/26/2025	4/24/2025	4/28/2025	6/23/2025	
	June	6/3/2025	5/2/2025	5/12/2025	5/13/2025	5/9/2025	5/24/2025	5/22/2025	5/26/2025	7/28/2025	
	July	7/8/2025	6/6/2025	6/16/2025	6/17/2025	6/13/2025	6/28/2025	6/26/2025	6/30/2025	8/25/2025	204
	August	8/5/2025	7/3/2025	7/13/2025	7/15/2025	7/11/2025	7/26/2025	7/24/2025	7/28/2025	9/22/2025	204
	September	9/9/2025	8/8/2025	8/18/2025	8/19/2025	8/15/2025	8/30/2025	8/27/2025	8/29/2025	10/27/2025	209
	October	10/7/2025	9/5/2025	9/15/2025	9/16/2025	9/12/2025	9/27/2025	9/25/2025	9/29/2025	11/17/2025	204
	November	11/5/2025	10/4/2025	10/14/2025	10/15/2025	10/11/2025	10/26/2025	10/24/2025	10/28/2025	12/15/2025	204
	December	12/9/2025	11/7/2025	11/17/2025	11/18/2025	11/14/2025	11/29/2025	11/26/2025	12/1/2026	1/2026	209

* All applicants shall hold a pre application meeting with staff prior to submittal of application

** Applications that have been determined by the Zoning Code Administrator to be incomplete and noncompliant and have not been corrected by this date shall be removed from the processing cycle within which they were submitted and shall be required to be resubmitted under a future processing cycle/submittal deadline.

*** Meeting date may change depending on the action of the Planning Board(i.e. deferral)

TRC- Major Site Developments, Special Use Permits, Major Subdivision Preliminary Plats

	Meeting Date	Submittal Deadline	Deadline for Staff to Deem Application Complete **	Projects email to Outside Agencies***	End of Outside Agency Review Period****	Deadline for Applicant to Submit Final Site Plan for TRC Addressing Agency Comments	TRC Draft Packet Due	TRC Final Packet Due	Projects Emailed/Submitted to the TRC members	Deadline for Applicant to Submit Final Site Plan for PB	Planning Board Meeting	Board of Commissioners Meeting (4th Monday of the Month)*****	
TRC	January	1/23/2025	12/9/2024	12/16/2024	12/16/2024	12/30/2024	1/6/2025	1/13/2025	1/15/2025	1/16/2025	2/4/2025	3/4/2025	4/28/2025
	February	2/20/2025	1/6/2025	1/13/2025	1/13/2025	1/27/2025	2/3/2025	2/10/2025	2/12/2025	2/13/2025	3/4/2025	4/1/2025	5/19/2025
	March	3/27/2025	2/10/2025	2/17/2025	2/17/2025	3/3/2025	3/10/2025	3/17/2025	3/19/2025	3/20/2025	4/8/2025	5/6/2025	6/23/2025
	April	4/24/2025	3/10/2025	3/17/2025	3/17/2025	3/31/2025	4/7/2025	4/14/2025	4/16/2025	4/17/2025	5/6/2025	6/3/2025	7/28/2025
	May	5/29/2025	4/14/2025	4/21/2025	4/21/2025	5/5/2025	5/12/2025	5/19/2025	5/21/2025	5/22/2025	6/10/2025	7/8/2025	8/25/2025
	June	6/26/2025	5/12/2025	5/19/2025	5/19/2025	6/2/2025	6/9/2025	6/16/2025	6/18/2025	6/19/2025	7/8/2025	8/5/2025	9/22/2025
	July	7/31/2025	6/16/2025	6/23/2025	6/23/2025	7/7/2025	7/14/2025	7/21/2025	7/23/2025	7/24/2025	8/12/2025	9/9/2025	10/20/2025
	August	8/28/2025	7/14/2025	7/21/2025	7/21/2025	8/4/2025	8/11/2025	8/18/2025	8/20/2025	8/21/2025	9/9/2025	10/7/2025	11/17/2025
	September	9/25/2025	8/11/2025	8/18/2025	8/18/2025	9/1/2025	9/8/2025	9/15/2025	9/17/2025	9/18/2025	10/8/2025	11/5/2025	12/15/2025
	October	10/30/2025	9/15/2025	9/22/2025	9/22/2025	10/6/2025	10/13/2025	10/20/2025	10/22/2025	10/23/2025	11/11/2025	12/9/2025	1/26
	November	11/26/2025	10/13/2025	10/19/2025	10/19/2025	11/2/2025	11/9/2025	11/16/2025	11/18/2025	11/19/2025	12/2/2025	1/26	2/26
	December	12/18/2025	11/3/2025	11/10/2025	11/10/2025	11/24/2025	12/1/2025	12/8/2025	12/10/2025	12/11/2025	1/2026	2/26	3/26

* All applicants shall hold a pre application meeting with staff prior to submittal of application

** Applications that have been determined by the Zoning Code Administrator to be incomplete and noncompliant and have not been corrected by this date shall be removed from the processing cycle within which they were submitted and shall be required to be resubmitted under a future processing cycle/submittal deadline.

*** Projects are emailed to outside agencies only if applicaiton has been deemed complete by Planning Staff.

**** If outside agencies has notable changes that need to be made on the site plan, the project may be removed from the processing cycle

***** Meeting date may change depending on the action of the Planning Board(i.e. deferral)

A Planning Board has final decision for all Major Site Developments and Major Subdivision Preliminary Plats. Board of Commissioners have final decisions for Special Use Permits.

Board of Commissioners- Recommendation from Planning Board																
		Meeting Date	Legal Notice Due (2 Weeks)	25 Days Prior to Board Meeting	10 Days Prior to Board Meeting	Draft Packet Due	Final Packet Due									
Board of Commissioners	January	1/27/2025	1/6/2025	1/2/2025	1/17/2025	1/15/2025	1/17/2025									
	February	2/24/2025	2/3/2025	1/30/2025	2/14/2025	2/12/2025	2/14/2025									
	March	3/24/2025	3/3/2025	2/27/2025	3/14/2025	3/12/2025	3/14/2025									
	April	4/28/2025	4/7/2025	4/3/2025	4/18/2025	4/16/2025	4/18/2025									
	May	5/19/2025	4/28/2025	4/24/2025	5/9/2025	5/7/2025	5/9/2025									
	June	6/23/2025	6/2/2025	5/29/2025	6/13/2025	6/11/2025	6/13/2025									
	July	7/28/2025	7/7/2025	7/3/2025	7/18/2025	7/16/2025	7/18/2025									
	August	8/25/2025	8/4/2025	7/31/2025	8/15/2025	8/13/2025	8/15/2025									
	September	9/22/2025	8/29/2025	8/28/2025	9/12/2025	9/10/2025	9/12/2025									
	October	10/20/2024	9/29/2025	9/25/2025	10/10/2025	10/8/2025	10/10/2025									
	November	11/17/2025	10/27/2025	10/23/2025	11/7/2025	11/5/2025	11/7/2025									
	December	12/15/2025	11/24/2025	11/20/2025	12/5/2025	12/3/2025	12/5/2025									
Board of Adjustment- Variance and Appeals																
		Meeting Date	Complete Application Due Date**	Deadline for Complete and Compliant Application**	Legal Notice Due (2 Weeks)	25 Days Prior to Board Meeting	10 Days Prior to Board Meeting	Draft Packet Due	Final Packet Due							
BOA	January	1/7/2025	11/22/2024	11/29/2024	12/17/2024	12/13/2024	12/28/2024	12/27/2024	12/30/2024							
	February	2/4/2025	12/20/2024	12/27/2024	1/14/2025	1/10/2025	1/25/2025	1/23/2025	1/27/2025							
	March	3/4/2025	1/17/2025	1/24/2025	2/11/2025	2/7/2025	2/22/2025	2/20/2025	2/24/2025							
	April	4/1/2025	2/14/2025	2/21/2025	3/11/2025	3/7/2025	3/22/2025	3/20/2025	3/24/2025							
	May	5/6/2025	3/21/2025	3/28/2025	4/15/2025	4/11/2025	4/26/2025	4/24/2025	4/28/2025							
	June	6/3/2025	4/18/2025	4/25/2025	5/13/2025	5/9/2025	5/24/2025	5/22/2025	5/26/2025							
	July	7/8/2025	5/23/2025	5/30/2025	6/17/2025	6/13/2025	6/28/2025	6/26/2025	6/30/2025							
	August	8/5/2025	6/20/2025	6/27/2025	7/15/2025	7/11/2025	7/26/2025	7/24/2025	7/28/2025							
	September	9/9/2025	7/25/2025	8/1/2025	8/19/2025	8/15/2025	8/30/2025	8/28/2025	8/29/2025							
	October	10/7/2025	8/22/2025	8/29/2025	9/16/2025	9/12/2025	9/27/2025	9/25/2025	9/29/2025							
	November	11/5/2025	9/20/2025	9/27/2025	10/15/2025	10/11/2025	10/26/2025	10/24/2025	10/28/2025							
	December	12/9/2025	10/24/2025	10/31/2025	11/18/2025	11/14/2025	11/29/2025	11/26/2025	12/1/2025							
* All applications shall hold a pre application meeting with staff prior to the submittal of an application																
^ For appeals, a notice of appeal must be submitted within ten (10) days after the Town Administrator's written decision has been delivered to the applicant																
** Applications that have been determined by the Zoning Code Administrator to be incomplete and noncompliant and have not been corrected by this date shall be removed from the processing cycle within which they were submitted and shall be required to be resubmitted under a future processing cycle/submittal deadline.																