



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

First Submittal Technical Review Team (TRT) Schedule					
A.	B.	C.	D.	E.	F.
Submittal Deadline	Completeness and Fees Due	Comment Letter Sent	Applicant / TRT Meeting	Public Information Meeting	Resubmittals and Additional Reviews
Thursday at Noon	Monday by 5:00 PM	Monday by 5:00 PM	Thursday Morning	Thursday at 5:15 PM	Varies
1/8/2026	1/12/2026	2/2/2026	2/5/2026	February	TBD
1/22/2026	1/26/2026	2/16/2026	2/19/2026	February	TBD
2/5/2026	2/9/2026	3/2/2026	3/5/2026	March	TBD
2/19/2026	2/23/2026	3/16/2026	3/19/2026	March	TBD
3/5/2026	3/9/2026	3/30/2026	4/2/2026	April	TBD
3/19/2026	3/23/2026	4/13/2026	4/16/2026	April	TBD
<i>4/1/2026</i>	4/6/2026	4/27/2026	4/30/2026	May	TBD
4/16/2026	4/20/2026	5/11/2026	5/14/2026	May	TBD
4/30/2026	5/4/2026	<i>5/26/2026</i>	5/28/2026	May	TBD
5/14/2026	5/18/2026	6/8/2026	6/11/2026	June	TBD
5/28/2026	6/1/2026	6/22/2026	6/25/2026	June	TBD
6/11/2026	6/15/2026	<i>7/7/2026</i>	7/9/2026	July	TBD
6/25/2026	6/29/2026	7/20/2026	7/23/2026	July	TBD
7/9/2026	7/13/2026	8/3/2026	8/6/2026	August	TBD
7/23/2026	7/27/2026	8/17/2026	8/20/2026	August	TBD
8/6/2026	8/10/2026	8/31/2026	9/3/2026	September	TBD
8/20/2026	8/24/2026	9/14/2026	9/17/2026	September	TBD
<i>9/2/2026</i>	<i>9/4/2026</i>	9/28/2026	10/1/2026	October	TBD
9/17/2026	9/21/2026	10/12/2026	10/15/2026	October	TBD
10/1/2026	10/5/2026	10/26/2026	10/29/2026	October	TBD
10/15/2026	10/19/2026	11/9/2026	11/12/2026	November	TBD
10/29/2026	11/2/2026	11/23/2026	<i>12/1/2026</i>	November	TBD
11/12/2026	11/16/2026	12/7/2026	12/10/2026	December	TBD
<i>11/24/2026</i>	11/30/2026	12/21/2026	<i>1/5/2027</i>	December	TBD
12/10/2026	12/14/2026	<i>1/11/2027</i>	<i>1/14/2027</i>	January 2027	TBD
Dates in red italics are adjusted from typical timing due to holidays					
No submittal dates in mid/late December due to limited staff availability					

Schedule Guidance

- A. Submittal Deadline:** Typically, every other Thursday at noon. Apply online at <https://chapelhillnc.portal.opengov.com/>. No hard copies required. Contact outside agencies, including NCDOT, OWASA, and Orange County Solid Waste, to determine any additional requirements.

Submittal Deadlines are used for the following application types:

- Conditional Zoning (except Light Industrial and Residential-Community Priority)
- Special Use Permit
- Major Subdivision
- Site Plan
- Final Plan Zoning Compliance Permit (ZCP)
- Blue Hill Form District Permit
- Development Agreement Compliance Permit
- Major Modifications to any of the above
- Text Amendment
- Conventional Rezoning

Concept Plan submittals have a deadline of the first Tuesday of the month.

Other application types that may be submitted at any time:

- Light Industrial CZD
- Residential-Community Priority CZD
- Administrative ZCP
- Minor Subdivision and other Plats
- UNC Site Development Permit

- B. Completeness and Fees:** By Monday at noon, Planning staff will notify applicants of the fee amount due and any application deficiencies. Applicants should pay fees and address deficiencies by end-of-day Monday or as otherwise specified by the case planner. Applications will then be distributed to the Technical Review Team (TRT), composed of Town staff reviewers and outside agencies.

- C. Comment Letter Sent:** Monday by 5:00pm, three weeks after application Completeness date. Case planner will compile all available comments from TRT members. Comments may address additional information needed, requirements for approval, and/or guidance for best project outcomes.

- D. Applicant / TRT Meeting:** Thursdays at 10:30am or 11:15am. Applicants meet with members of the Technical Review Team to discuss the application and review comments. Exact TRT Meeting date is subject to application volume and staff availability.

- E. Public Information Meeting:** Typically, held on Thursdays from 5:15-6:15pm. Meetings may be held on other weekdays, if there is no conflict with other Town-hosted events. Meetings are typically virtual and hosted by the Planning Department.

Public Information Meetings are required for Conditional Zoning and Conventional Rezoning.

Applicant presents to the public and answers questions.

- F. Resubmittals and Additional Reviews:** Following the Applicant / TRT Meeting, the applicant prepares plan revisions and other materials as necessary to address TRT comments. The

applicant then resubmits for another round of review and comment. Resubmittals may be made at any time.

The number of review rounds for an application will vary, based on the scope of the project and the extent of initial round review comments.

Applications with Council Review (Conditional Zoning, Special Use Permit, Major Subdivision, Major Modifications to any of the above, Text Amendment, and Conventional Rezoning): The final submittal, as determined by the case planner in consultation with the applicant, will be the set of materials that adequately addresses all review comments and is ready to proceed beyond TRT review. See the Council Review Schedule for steps in the process starting with final submittal.

Other Application Types: Once the applicant has addressed all review comments and demonstrated compliance with all applicable regulations, the application is ready for approval. This will either involve a meeting of the Planning Commission to consider a resolution of approval, or staff issuance of a zoning permit.