

## Craven County, North Carolina 2008 Plan Review Schedule

<u>Meeting</u>	<u>Date</u>	<u>Time</u>	<u>Agenda Deadline</u>
Board of Commissioners	January 7, 2008	7:00 PM	January 2, 2008
Board of Commissioners	January 21, 2008	8:30 AM	January 14, 2008
Technical Review Committee	January 14, 2008	2:00 PM	January 9, 2008
Planning Board	January 24, 2008	6:30 PM	January 9, 2008
Board of Commissioners	February 4, 2008	7:00 AM	January 28, 2008
Board of Commissioners	February 18, 2008	8:30 AM	February 11, 2008
Technical Review Committee	February 18, 2008	2:00 PM	February 13, 2008
Planning Board	February 28, 2008	6:30 PM	February 13, 2008
Board of Commissioners	March 3, 2008	7:00 PM	February 25, 2008
Board of Commissioners	March 17, 2008	8:30 AM	March 10, 2008
Technical Review Committee	March 17, 2008	2:00 PM	March 12, 2008
Planning Board	March 27, 2008	6:30 PM	March 12, 2008
Board of Commissioners	April 7, 2008	7:00 PM	March 31, 2008
Board of Commissioners	April 21, 2008	8:30 AM	April 14, 2008
Technical Review Committee	April 14, 2008	2:00 PM	April 9, 2008
Planning Board	April 24, 2008	6:30 PM	April 9, 2008
Board of Commissioners	May 5, 2008	7:00 PM	April 28, 2008
Board of Commissioners	May 19, 2008	8:30 AM	May 12, 2008
Technical Review Committee	May 12, 2008	2:00 PM	May 7, 2008
Planning Board	May 22, 2008	6:30 PM	May 7, 2008
Board of Commissioners	June 2, 2008	7:00 PM	May 26, 2008
Board of Commissioners	June 16, 2008	8:30 AM	June 9, 2008
Technical Review Committee	June 16, 2008	2:00 PM	June 11, 2008
Planning Board	June 26, 2008	6:30 PM	June 11, 2008
Board of Commissioners	July 7, 2008	7:00 PM	June 30, 2008
Board of Commissioners	July 21, 2008	8:30 AM	July 14, 2008
Technical Review Committee	July 14, 2008	2:00 PM	July 9, 2008
Planning Board	July 24, 2008	6:30 PM	July 9, 2008
Board of Commissioners	August 4, 2008	7:00 PM	July 28, 2008
Board of Commissioners	August 18, 2008	8:30 AM	August 11, 2008
Technical Review Committee	August 18, 2008	2:00 PM	August 13, 2008
Planning Board	August 28, 2008	6:30 PM	August 13, 2008
Board of Commissioners	September 2, 2008	7:00 PM	August 25, 2008
Board of Commissioners	September 15, 2008	8:30 AM	September 8, 2008
Technical Review Committee	September 15, 2008	2:00 PM	September 10, 2008
Planning Board	September 25, 2008	6:30 PM	September 10, 2008
Board of Commissioners	October 6, 2008	7:00 PM	September 29, 2008
Board of Commissioners	October 20, 2008	8:30 AM	October 13, 2008
Technical Review Committee	October 13, 2008	2:00 PM	October 8, 2008
Planning Board	October 23, 2008	6:30 PM	October 8, 2008

Board of Commissioners	November 3, 2008	7:00 PM	October 27, 2008
Board of Commissioners	November 17, 2008	8:30 AM	November 10, 2008
Technical Review Committee	TBA	TBA	TBA
Planning Board	TBA	TBA	TBA
Board of Commissioners	December 1, 2008	7:00 PM	November 24, 2008
Board of Commissioners	December 15, 2008	8:30 AM	December 8, 2008
Technical Review Committee	TBA	TBA	TBA
Planning Board	TBA	TBA	TBA

**Board of Commissioners Meetings**

Citizens wishing to petition the Board of Commissioners may do so at the first meeting of the month. Requests to be placed on the agenda should be made before 12:00 noon to the Clerk of the Board according to the above schedule at (252) 636-6601 or by email to [manager@cravencounty.com](mailto:manager@cravencounty.com).

The Board of Commissioners holds regular meetings on the first and third Monday of each month. If a regular meeting day is a holiday on which County offices are closed, the meeting is held on the next business day or such succeeding day as may be specified. Regular meetings are held in the Craven County Commissioners Meeting Room at the Craven County Administration Building located at 406 Craven St., New Bern, North Carolina.

***NOTE: The chair or a majority of board members may call special meetings with notice given to all members and news media organizations.***

**Planning Board Meetings**

All subdivision and mobile home park plans must be received by the Craven County Planning and Inspections Dept. fifteen (15) days prior to the Planning Board meeting at which it will be reviewed. This schedule is consistent with the requirements set forth in the Craven County Subdivision and Mobile Home Park Ordinances.

The Planning Board holds regular meetings on the fourth Thursday of each month, unless otherwise noted on the above schedule. Regular meetings are held in the Conference Room at the Department of Planning and Inspections located at 2828 Neuse Blvd., New Bern, North Carolina.

All materials submitted for approval must be in the following numbers and form:

**Preliminary Plats:** Seven (7) paper copies

**Final Plats:** One (1) mylar, or reproducible copy  
Seven (7) paper copies

**Mobile Home Park Plats:** Four (4) paper copies

***NOTE: Additional paper copies may need to be sent to other agencies, and will be requested as needed by the department.***

### **Technical Review Committee**

All subdivision and mobile home park plans must be reviewed by the Craven County Technical Review Committee prior to the regularly scheduled Planning Board meeting each month. Plans that have not been reviewed by the Technical Review Committee ***will not*** be placed on the Planning Board Agenda.

The Technical Review Committee meets ten (10) days prior to the regularly scheduled Planning Board meeting each month, unless otherwise noted on the above schedule. Meetings are held in the Conference Room at the Department of Planning and Inspections located at 2828 Neuse Blvd., New Bern, North Carolina.

Representatives of the following agencies will be present to review submitted plats:

- Craven County Department of Planning and Inspections
- Craven County Health Department, Division of Environmental Health
- Craven County Water and Sewer Department
- North Carolina Department of Transportation
- United States Department of Agriculture, Soil and Water Conservation District

***NOTE: Additional agencies may be asked to attend as needed.***

**This schedule is provided by the Craven County Department of Planning and Inspections to those involved in the subdivision process. Meeting dates and times are based on the best available information at the time of printing. Should a date appear incorrect or if you have any questions, please contact us at 636-6618.**