



## Planning Commission 2024-2025 Hearing Schedule and Filing Deadline (Development Requests)

The Department of Planning & Zoning (P&Z) will make every effort to maintain our published timeframes for DSP/DSUP review and Public Hearing scheduling. If P&Z experience high volumes of applications, staff may have to prioritize applications for public hearing because there is only capacity to schedule approximately 4 cases per month. Priority will be given to select projects that are important to meet City development goals. All other projects will be scheduled based on when they have been deemed complete by staff. If the month is full when an application would typically be scheduled, P&Z will schedule the application for the next available month that has an opening.

The Planning Commission Public Hearings are typically held on the first Tuesday of the month at 7:00 p.m., unless otherwise noted.

Preliminary Plan Verification of Completeness Submission Deadline by 3:00pm (1)	Preliminary Plan Must be Deemed Complete (2)	Planning Commission Hearing Date & Time		City Council Hearing Date & Time		Public Notice Period Time period in which legal notice of the hearing must be posted and sent. (3)
3/11/24	3/26/24	Tuesday	6/4/24 7:00 p.m.	Saturday	6/15/24 9:30 a.m.	5/15/24 – 5/25/24
4/3/24	4/18/24	<b>Thursday</b>	<b>6/24/24</b> 7:00 p.m.	<b>Tuesday</b>	<b>7/2/24</b> 7:00 p.m.	6/6/24 – 6/14/24
The Planning Commission and City Council are in recess during the month of August						
6/20/24	7/1/24	<b>Thursday</b>	9/5/24 7:00 p.m.	Saturday	9/14/24 9:30 a.m.	8/15/24-8/26/24
7/16/24	7/25/24	Tuesday	10/1/24 7:00 p.m.	Saturday	10/19/24 9:30 a.m.	9/19/24-9/21/24
8/22/24	9/3/24	<b>Thursday</b>	11/7/24 7:00 p.m.	Saturday	11/16/24 9:30 a.m.	10/24/24-10/28/24
9/17/24	9/26/24	Tuesday	12/3/24 7:00 p.m.	Saturday	12/14/24 9:30 a.m.	11/14/24-11/23/24
10/22/24	10/31/24	Tuesday	1/7/25 7:00 p.m.	Saturday	1/25/25 9:30 a.m.	12/26/24-12/28/24
11/19/24	12/2/24	Tuesday	2/4/25 7:00 p.m.	Saturday	2/22/25 9:30 a.m.	1/23/25-1/25/25
12/17/24	12/30/24	Tuesday	3/4/25 7:00 p.m.	Saturday	3/15/25 9:30 a.m.	2/13/25-2/22/25
1/14/25	1/24/25	Tuesday	4/1/25 7:00 p.m.	Saturday	4/12/25 9:30 a.m.	3/13/25-3/22/25
2/18/25	2/27/25	Tuesday	5/6/25 7:00 p.m.	Saturday	5/17/25 9:30 a.m.	4/17/25-4/26/25
3/19/25	3/28/25	<b>Wednesday</b>	<b>6/4/25</b> 7:00 p.m.	Saturday	6/14/25 9:30 a.m.	5/15/25-5/24/25
4/7/25	4/16/25	<b>Thursday</b>	<b>6/23/25</b> 7:00 p.m.	<b>Tuesday</b>	<b>7/1/25</b> 7:00 p.m.	6/1/25-6/13/25
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Last updated: 5.31.24

- As of November 4, 2019, the City of Alexandria, VA has instituted a new land use management information system: [APEX](#). For assistance, please contact the Boards and Commissions Unit at 703.746.4666.
  - Once an application is submitted through APEX, within one business day, staff will issue an acknowledgement receipt letter and invoice. Application fees must be paid within two business days from the date of the issued letter. Payment can be submitted online or in-person at the Department of Planning & Zoning.
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1. Applicants must submit their preliminary plan for a Verification of Completeness review by this date. Plans must be submitted before 3:00pm to be distributed on the same day.
  2. Preliminary plans and applications must be deemed complete by City staff by this date. All remaining application filing fees must also be paid by this date.
  3. Written notice to abutting properties owners must be sent within the dates listed. If the notice is sent earlier or later than the dates listed or sent incorrectly, it cannot be certified, and the application will be deferred to the next hearing date.
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- Appeals of the Planning Commission's decision do not follow the schedule above. Appeals will be reviewed by staff for completeness and validity before they scheduled for a City Council Public Hearing.