

VARIANCE REQUEST SCHEDULE - SUBMITTAL PACKAGE THROUGH BOARD OF ADJUSTMENT DUE DATES

BOA Hearing	Complete Variance Submittal Package Due	P&D Records department (PDR) schedules and advertises hearing, mails notice to proponent and Zoning Director and submits package to Legal	Legal Response due to PDR (3 days)	Ad to Legal Notices (3 Business Days)	Notify proponent of hearing date and deadline for submission of pertinent information for hearing and post notice on bulletin board (20 days prior)	Deadline for submission of pertinent information for hearing (14 days prior)	Provide Hearing Officer, proponent and Zoning Director with agenda and proponent and Zoning Director with information (7 days prior)	Hearing with Hearing Officer	Hearing Officer Findings Due (Within 10 days)	BOA Titles Due	BOA Lavender sheets to Legal	Ad to Legal Notices (3 Business Days)	Notice BOA hearing (Post to bulletin board and web, send advertisement to newspaper) Mail notice to proponent and Zoning Director. (20 days prior)	BOA Summaries to Violet	Draft Agenda to BOA Members	BOA Hearing	Hearing Officer Hearing	
																	Time	Location

September	6/7/2020	6/10/2020	6/14/2020	6/24/2020	6/27/2020	7/3/2020	7/10/2020	7/17/2020	7/27/2020		8/4/2020	8/11/2020	8/14/2020	8/7/2020	8/27/2020	9/3/2020		
October	7/4/2020	7/7/2020	7/11/2020	7/21/2020	7/24/2020	7/30/2020	8/6/2020	8/13/2020	8/23/2020		9/1/2020	9/8/2020	9/11/2020	9/4/2020	9/24/2020	10/1/2020		
November	8/8/2020	8/11/2020	8/15/2020	8/25/2020	8/28/2020	9/3/2020	9/10/2020	9/17/2020	9/27/2020		10/6/2020	10/13/2020	10/16/2020	10/9/2020	10/29/2020	11/5/2020		
December	9/5/2020	9/8/2020	9/12/2020	9/22/2020	9/25/2020	10/1/2020	10/8/2020	10/15/2020	10/25/2020		11/3/2020	11/10/2020	11/13/2020	11/6/2020	11/26/2020	12/3/2020		

January 2021	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting		No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting		
February	11/7/2020	11/10/2020	11/14/2020	11/24/2020	11/27/2020	12/3/2020	12/10/2020	12/17/2020	12/27/2020		1/5/2021	1/12/2021	1/15/2021	1/8/2021	1/28/2021	2/4/2021		
March	12/5/2020	12/8/2020	12/12/2020	12/22/2020	12/25/2020	12/31/2020	1/7/2021	1/14/2021	1/24/2021		2/2/2021	2/9/2021	2/12/2021	2/5/2021	2/25/2021	3/4/2021		
April	1/9/2021	1/12/2021	1/16/2021	1/26/2021	1/29/2021	2/4/2021	2/11/2021	2/18/2021	2/28/2021		3/2/2021	3/9/2021	3/12/2021	3/5/2021	3/25/2021	4/1/2021		
May	2/6/2021	2/9/2021	2/13/2021	2/23/2021	2/26/2021	3/4/2021	3/11/2021	3/18/2021	3/28/2021		4/6/2021	4/13/2021	4/16/2021	4/9/2021	4/29/2021	5/6/2021		
June	3/9/2019	3/12/2019	3/16/2019	3/26/2019	3/29/2019	3/25/2021	4/1/2021	4/8/2021	4/18/2021		5/5/2020	5/12/2020	5/15/2020	5/8/2020	5/28/2020	6/4/2020		
July	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting		No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting		
August	5/8/2021	5/11/2021	5/15/2021	5/25/2021	5/28/2021	6/3/2021	6/10/2021	6/17/2021	6/27/2021		7/6/2021	7/13/2021	7/16/2021	7/9/2021	7/29/2021	8/5/2021		
September	6/5/2021	6/8/2021	6/12/2021	6/22/2021	6/25/2021	7/1/2021	7/8/2021	7/15/2021	7/25/2021		8/3/2021	8/10/2021	8/13/2021	8/6/2021	8/26/2021	9/2/2021		
October	7/3/2021	7/6/2021	7/10/2021	7/20/2021	7/23/2021	7/29/2021	8/5/2021	8/12/2021	8/22/2021		9/7/2021	9/14/2021	9/17/2021	9/10/2021	9/30/2021	10/7/2021		
November	8/7/2021	8/10/2021	8/14/2021	8/24/2021	8/27/2021	9/2/2021	9/9/2021	9/16/2021	9/26/2021		10/5/2021	10/12/2021	10/15/2021	10/8/2021	10/28/2021	11/4/2021		
December	9/4/2021	9/7/2021	9/11/2021	9/21/2021	9/24/2021	9/30/2021	10/7/2021	10/14/2021	10/24/2021		11/2/2021	11/9/2021	11/12/2021	11/5/2021	11/25/2021	12/2/2021		