

**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
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**2025**

October	7/1/2025	7/4/2025	7/8/2025	7/18/2025	7/23/2025	7/31/2025	8/7/2025	8/14/2025	8/24/2025		9/2/2025	9/9/2025	9/12/2025	9/5/2025	9/25/2025	10/2/2025
November	8/5/2025	8/8/2025	8/12/2025	8/22/2025	8/27/2025	9/4/2025	9/11/2025	9/18/2025	9/28/2025		10/7/2025	10/14/2025	10/17/2025	10/10/2025	10/30/2025	11/6/2025
December	9/2/2025	9/5/2025	9/9/2025	9/19/2025	9/24/2025	10/2/2025	10/9/2025	10/16/2025	10/26/2025		11/4/2025	11/11/2025	11/14/2025	11/7/2025	11/27/2025	12/4/2025

**2026**

January 2026	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	10/30/2025	11/2/2025	11/6/2025	11/16/2025	11/21/2025	11/27/2025	12/4/2025	12/11/2025	12/21/2025		1/6/2026	1/13/2026	1/16/2026	1/9/2026	1/29/2026	2/5/2026
March	11/25/2025	11/28/2025	12/2/2025	12/12/2025	12/17/2025	12/25/2025	1/1/2026	1/8/2026	1/18/2026		2/3/2026	2/10/2026	2/13/2026	2/6/2026	2/26/2026	3/5/2026
April	12/30/2025	1/2/2026	1/6/2026	1/16/2026	1/21/2026	1/29/2026	2/5/2026	2/12/2026	2/22/2026		3/3/2026	3/10/2026	3/13/2026	3/6/2026	3/26/2026	4/2/2026
May	1/27/2026	1/30/2026	2/3/2026	2/13/2026	2/18/2026	2/26/2026	3/5/2026	3/12/2026	3/23/2025		4/7/2026	4/14/2026	4/17/2026	4/10/2026	4/30/2026	5/7/2026
June	3/3/2026	3/6/2026	3/10/2026	3/20/2026	3/25/2026	4/2/2026	4/9/2026	4/16/2026	4/26/2026		5/5/2026	5/12/2026	5/15/2026	5/8/2026	5/28/2026	6/4/2026
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	5/5/2026	5/8/2026	5/12/2026	5/22/2026	5/27/2026	6/4/2026	6/11/2026	6/18/2026	6/28/2026		7/7/2026	7/14/2026	7/17/2026	7/10/2026	7/30/2026	8/6/2026
September	5/26/2026	5/29/2026	6/2/2026	6/12/2026	6/17/2026	6/25/2026	7/2/2026	7/9/2026	7/19/2026		8/4/2026	8/11/2026	8/14/2026	8/7/2026	8/27/2026	9/3/2026
October	6/30/2026	7/3/2026	7/7/2026	7/17/2026	7/22/2026	7/30/2026	8/6/2026	8/13/2026	8/23/2026		9/1/2026	9/8/2026	9/11/2026	9/4/2026	9/24/2026	10/1/2026
November	8/4/2026	8/7/2026	8/11/2026	8/21/2026	8/26/2026	9/3/2026	9/10/2026	9/17/2026	9/27/2026		10/6/2026	10/13/2026	10/16/2026	10/9/2026	10/29/2026	11/5/2026
December	9/1/2026	9/4/2026	9/8/2026	9/18/2026	9/23/2026	10/1/2026	10/8/2026	10/15/2026	10/25/2026		11/3/2026	11/10/2026	11/13/2026	11/6/2026	11/26/2026	12/3/2026