



## 2017 VARIANCE SCHEDULE

### Town of Apex, North Carolina

(1) Submittal Date <i>No later than 12:00 p.m.</i>	(2) Staff reviews application and writes staff report	(3) Published notice posted to Town's Website	(4) Written notifications mailed	(5) Board of Adjustment Agendas mailed on or before:	(6) Board of Adjustment Meeting (6:00 p.m.)
Jan 3*	Jan 3 – Feb 6	Jan 30	Jan 30	Feb 6	Feb 14
Feb 1	Feb 1 – Mar 6	Feb 27	Feb 27	Mar 6	Mar 14
Mar 1	Mar 1 – Apr 3	Mar 27	Mar 27	Apr 3	Apr 11
Apr 3	Apr 3 – May 1	Apr 24	Apr 24	May 1	May 9
May 1	May 1 – June 5	May 30*	May 30*	June 5	June 13
June 1	June 1 – July 3	June 26	June 26	July 3	July 11
July 3	July 3 – July 31	July 24	July 24	July 31	Aug 8
Aug 1	Aug 1 – Sept 5*	Aug 28	Aug 28	Sept 5*	Sept 12
Sept 1	Sept 1 – Oct 2	Sept 25	Sept 25	Oct 2	Oct 10
Oct 2	Oct 2 – Nov 6	Oct 30	Oct 30	Nov 6	Nov 14
Nov 1	Nov 1 – Dec 4	Nov 27	Nov 27	Dec 4	Dec 12
Dec 1	Dec 1 – Jan 2*	Dec 22*	Dec 22*	Jan 2*	Jan 9

*\*Date changed due to holiday.*

#### Procedure:

- (1) Applicant submits two (2) copies (one with original signatures) of the Variance Application to the Planning Department by **12:00 p.m.** on the date indicated above.
- (2) Staff reviews application and writes staff report.
- (3) Staff prepares and posts legal advertisement to the Town's website.
- (4) Written notifications mailed to adjacent property owners.
- (5) Board of Adjustment agendas mailed or delivered on or before the date indicated above.
- (6) The Board of Adjustment will hold a public hearing and consider the application, the staff report, relevant support materials and public testimony given. After the close of the public hearing, the Board of Adjustment shall approve, approve with conditions, or disapprove the application for a variance pursuant to the standards of the Unified Development Ordinance, Sec. 2.3.8(d), *Standards*.