



2016 VARIANCE SCHEDULE

Town of Apex, North Carolina

(1)	(2)	(3)	(4)	(5)	(6)
Submittal Date <i>No later than</i> 12:00 p.m.	Staff reviews application and writes staff report	Published notice posted to Town's Website	Written notifications mailed	Board of Adjustment Agendas mailed on or before:	Board of Adjustment Meeting (6:00 p.m.)
Jan 4	Jan 6 – Feb 1	Jan 25 – Feb 9	Jan 25	Feb 1	Feb 9
Feb 1	Feb 3 – Mar 7	Feb 22 – Mar 8	Feb 22	Mar 7	Mar 8
Mar 7	Mar 7– Apr 4	Mar 21 – Apr 12	Mar 21	Apr 4	Apr 12
Apr 4	Apr 4 – May 2	Apr 25 – May 10	Apr 25	May 2	May 10
May 2	May 2 – Jun 6	May 31* - Jun 14	May 31*	Jun 6	Jun 14
June 6	Jun 6 – Jul 5	Jun 27 – Jul 12	Jun 27	Jul 5	Jul 12
July 1	Jul 1 – Aug 1	Jul 25 – Aug 9	Jul 25	Aug 1	Aug 9
Aug 1	Aug 4 – Sept 6	Aug 29 – Sept 13	Aug 29	Sept 6	Sept 13
Sept 1	Sept 1 – Oct 3	Sept 26 – Oct 11	Sept 26	Oct 3	Oct 11
Oct 3	Oct 3 – Nov 8	Oct 24 – Nov 8	Oct 24	Oct 31	Nov 8
Nov 1	Nov 1 – Dec 5	Nov 28 – Dec 13	Nov 28	Dec 5	Dec 13
Dec 1	Dec 1 – Jan 3	Dec 22* - Jan 10	Dec 22*	Jan 3	Jan 10

**Date changed due to holiday(s).*

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*.