



2019 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 2*	Jan 2* - Feb 4	Jan 28 - Feb 12	Jan 28	Feb 4	Feb 12
Feb 1	Feb 1 - Mar 4	Feb 25 - Mar 12	Feb 25	Mar 4	Mar 12
Mar 1	Mar 1 - Apr 1	Mar 25 - Apr 9	Mar 25	Apr 1	Apr 9
Apr 1	Apr 1 - May 6	Apr 29 - May 14	Apr 29	May 6	May 14
May 1	May 1 - June 3	May 24 - June 11	May 24	June 3	June 11
June 3	June 3 - July 1	June 24 - July 9	June 24	July 1	July 9
July 1	July 1 - Aug 5	July 29 - Aug 13	July 29	Aug 5	Aug 13
Aug 1	Aug 1 - Sept 3*	Aug 26 - Sept 10	Aug 26	Sept 3*	Sept 10
Sept 3*	Sept 3* - Sept 30	Sept 23 - Oct 8	Sept 23	Sept 30	Oct 8
Oct 1	Oct 1 - Nov 4	Oct 28 - Nov 12	Oct 28	Nov 4	Nov 12
Nov 1	Nov 1 - Dec 2	Nov 25 - Dec 10	Nov 25	Dec 2	Dec 10
Dec 2	Dec 2 - Jan 6	Dec 30 - Jan 14	Dec 30	Jan 6	Jan 14

****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*.