



2020 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 3	Jan 27 - Feb 11	Jan 27	Feb 3	Feb 11
Feb 3	Feb 3 - Mar 2	Feb 24 - Mar 10	Feb 24	Mar 2	Mar 10
Mar 2	Mar 2 - Apr 6	Mar 30 - Apr 14	Mar 30	Apr 6	Apr 14
Apr 1	Apr 1 - May 4	Apr 27 - May 12	Apr 27	May 4	May 12
May 1	May 1 - June 1	May 26* - June 9	May 26*	June 1	June 9
June 1	June 1 - July 6	June 29 - July 14	June 29	July 6	July 14
July 1	July 1 - Aug 3	July 27 - Aug 11	July 27	Aug 3	Aug 11
Aug 3	Aug 3 - Aug 31	Aug 31 - Sept 8	Aug 24	Aug 31	Sept 8
Sept 1	Sept 1 - Oct 5	Sept 28 - Oct 13	Sept 28	Oct 5	Oct 13
Oct 1	Oct 1 - Nov 2	Oct 26 - Nov 10	Oct 26	Nov 2	Nov 10
Nov 2	Nov 2 - Nov 30	Nov 23 - Dec 8	Nov 23	Nov 30	Dec 8
Dec 1	Dec 1 - TBD	TBD - TBD	TBD	TBD	TBD

***Date changed due to holiday/scheduling.**

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 quasi-judicial 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*.