



2021 VARIANCE SCHEDULE

Town of Apex, North Carolina

(1) Submittal Date Due 12:00 pm	(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 pm
Jan 4*	Jan 4* - Feb 8	Feb 1 - Feb 16	Feb 1	Feb 8	Feb 16
Feb 1	Feb 1 - Mar 8	Mar 1 - Mar 16	Mar 1	Mar 8	Mar 16
Mar 1	Mar 1 - Apr 12	Apr 5 - Apr 20	Apr 5	Apr 12	Apr 20
Apr 1	Apr 1 - May 10	May 3 - May 18	May 3	May 10	May 18
May 3	May 3 - June 7	Jun 1 - June 15	Jun 1	June 7	June 15
June 1	June 1 - July 12	July 6 - July 20	July 6	July 12	July 20
July 1	July 1 - Aug 9	Aug 2 - Aug 17	Aug 2	Aug 9	Aug 17
Aug 2	Aug 2 - Sept 13	Sept 7 - Sept 21	Sept 7	Sept 13	Sept 21
Sept 1	Sept 1 - Oct 11	Oct 4 - Oct 19	Oct 4	Oct 11	Oct 19
Oct 1	Oct 1 - Nov 8	Nov 1 - Nov 16	Nov 1	Nov 8	Nov 16
Nov 1	Nov 1 - Dec 13	Dec 6 - Dec 21	Dec 6	Dec 13	Dec 21
Dec 1	Dec 1 - Jan 10	Jan 4 - Jan 18	Jan 4	Jan 10	Jan 18

*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*.