



# 2022 VARIANCE SCHEDULE

## Town of Apex, North Carolina

(1) Submittal Date  <i>Due 12:00 pm</i>	(2) Staff reviews application, provides comments to applicant, and writes staff report	(3) Published notice posted to Town's Website	(4) Written notifications mailed	(5) Board of Adjustment Agenda Packets Mailed or Delivered	(6) Board of Adjustment Meeting  6:00 pm
Jan 3	Jan 3 - Jan 18*	Jan 24 - Feb 15	Jan 24	Feb 1	Feb 15
Feb 1	Feb 1 - Feb 14	Feb 21 - Mar 15	Feb 21	Mar 1	Mar 15
Mar 1	Mar 1 - Mar 21	Mar 28 - Apr 19	Mar 28	Apr 5	Apr 19
Apr 1	Apr 1 - Apr 18	Apr 25 - May 17	Apr 25	May 3	May 17
May 2	May 2 - May 23	May 31* - June 21	May 31*	June 7	June 21
June 1	June 1 - June 21*	June 27 - July 19	Jun 27	July 5	July 19
July 1	July 1 - July 18	July 25 - Aug 16	July 25	Aug 2	Aug 16
Aug 1	Aug 1 - Aug 22	Aug 29 - Sept 20	Aug 29	Sept 6	Sept 20
Sept 1	Sept 1 - Sept 19	Sept 26 - Oct 18	Sept 26	Oct 4	Oct 18
Oct 3	Oct 3 - Oct 17	Oct 24 - Nov 15	Oct 24	Nov 1	Nov 15
Nov 1	Nov 1 - Nov 17*	Nov 28 - Dec 20	Nov 28	Dec 6	Dec 20
Dec 1	Dec 1 - Dec 16*	Dec 28* - Jan 17	Dec 28*	Jan 3	Jan 17

\*Date changed due to holiday/scheduling.

### Procedure:

- (1) Applicant submits two (2) copies (one with original signatures) of the Variance Application to the Department of Planning and Community Development by **12:00 p.m.** on the date indicated above.
- (2) Staff reviews application, provides comments to the applicant, and writes staff report.
- (3) Staff prepares and posts legal advertisement to the Town's website.
- (4) Written notifications mailed to adjacent property owners, tenants, and neighborhood associations within 300' of the subject property.
- (5) Board of Adjustment agenda packets mailed or delivered.
- (6) The Board of Adjustment holds a quasi-judicial public hearing and considers the application, 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*.