



2026 VARIANCE SCHEDULE

Town of Apex, North Carolina

*Date changed due to holidays/scheduling

**Due to the very short review schedule in 2026, all November resubmittals will receive comments in December and all December resubmittals will receive comments in January. Depending on the number of comments and number of plans in review, comments may be issued in the month of resubmittal.

(1) Pre-application Meeting with staff is <u>required</u>	(2) Initial Submittal Deadline <i>Due 12:00 pm</i>	(3) Staff Reviews application for completeness <i>Due 12:00 pm</i>	(4) Staff Comments Forwarded to Applicant	(5) Re-submittal Date for Revised Application <i>Due 12:00 pm</i>	(6) Staff reviews application & provides comments to applicant; Decision to proceed to public hearing or require resubmittal	(8) Published notice posted to Town's Website and written notifications mailed	(9) Agenda packet uploaded to Town's website & sent to Board of Adjustment members & applicant	(10) Board of Adjustment Quasi-Judicial Public Hearing 6:00 p.m.
See #1 below	Jan 2*	Jan 2*-3	Jan 20*	Feb 6	Feb 23	Mar 2	Mar 10	Mar 17
See #1 below	Feb 2	Feb 2-3	Feb 23	Mar 6	Mar 23	Apr 6	Apr 14	Apr 21
See #1 below	Mar 2	Mar 2-3	Mar 23	Apr 2*	Apr 20	May 4	May 12	May 19
See #1 below	Apr 1	Apr 1-2	Apr 20	May 1	May 26*	June 1	June 9	June 16
See #1 below	May 1	May 1-4	May 26*	June 5	June 22	June 29	July 7	July 21
See #1 below	June 1	June 1-2	June 22	July 2*	July 20	Aug 3	Aug 11	Aug 18
See #1 below	July 1	July 1-2	July 20	Aug 7	Aug 24	Aug 31	Sept 8	Sept 15
See #1 below	Aug 3	Aug 3-4	Aug 24	Sept 4	Sept 21	Oct 5	Oct 13	Oct 20
See #1 below	Sept 1	Sept 1-2	Sept 21	Oct 2	Oct 19	Nov 2	Nov 10	Nov 17
See #1 below	Oct 1	Oct 1-2	Oct 19	Nov 2*	Nov 16** or Dec 14**	Nov 30	Dec 9	Dec 15
See #1 below	Nov 2	Nov 2-3	Nov 16*	Dec 1*	Dec 14 or Jan 25**	Jan 4	Jan 12	Jan 19
See #1 below	Dec 1	Dec 1-2	Dec 14*	Jan 8	Jan 25	Feb 1	Feb 9	Feb 16

(1) Applicant is required to meet with staff (Pre-application meeting) to discuss the proposed variance. Please contact Senior Planner June Cowles at June.Cowles@apexnc.org to set up this meeting.

(2) Applicant uploads the Variance Permit application to GeoCivix (IDT) (see application for link) and pays application fee by **12:00 p.m.** on the date indicated above.

(3) Staff reviews application and provides comments to the applicant.

(4) Applicant resubmits revised application with responses to all comments.

(5) Staff reviews revised application and provides comments to applicant. Decision made to proceed to public hearing or require resubmittal. If application is ready for public hearing, staff will inform applicant, prepare notices, and write the staff report. If application is not ready, it must be resubmitted for another round of review.

(6) Staff prepares and posts legal advertisement to the Town's website and written notifications mailed to adjacent property owners, tenants, and neighborhood associations within 300' of the subject property.

(7) Board of Adjustment agenda packets uploaded to Town's website and sent to Board of Adjustment members and applicant.

(8) 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*.