



2025 VARIANCE SCHEDULE

Town of Apex, North Carolina

*Date changed due to holidays/scheduling

**Due to the very short review schedule in 2025, all November resubmittals will receive comments in December.

***Due to scheduling conflicts, there will be no TRC meetings with applicants in the month of December. TRC members will discuss the projects and applicants may work with TRC members individually to resolve issues.

(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 17*	Feb 7	Feb 24	May 5	May 13	May 20
See #1 below	Feb 3	Feb 3-4	Feb 24	Mar 7	Mar 24	June 2	June 10	June 17
See #1 below	Mar 3	Mar 3-4	Mar 24	Apr 4	Apr 21	June 30	July 8	July 15
See #1 below	Apr 1	Apr 1-2	Apr 21	May 2	May 19	Aug 4	Aug 12	Aug 19
See #1 below	May 1	May 1-2	May 19	June 6	June 23	Aug 29*	Sept 9	Sept 16
See #1 below	June 2	June 2-3	June 23	July 3*	July 21	Oct 6	Oct 14	Oct 21
See #1 below	July 1	July 1-2	July 21	Aug 8	Aug 25	Nov 3	Nov 10*	Nov 18
See #1 below	Aug 1	Aug 1-4	Aug 25	Sept 5	Sept 22	Dec 1	Dec 9	Dec 16
See #1 below	Sept 2*	Sept 2*-3	Sept 22	Oct 3	Oct 20	Jan 5	Jan 13	Jan 20
See #1 below	Oct 1	Oct 1-2	Oct 20	Nov 3*	Dec 15***	Feb 2	Feb 10	Feb 17
See #1 below	Nov 3	Nov 3-4	Nov 17*	Dec 1*	Dec 15*	Mar 2	Mar 10	Mar 17
See #1 below	Dec 1	Dec 1-2	Dec 15*	Jan 2	Jan 20*	Apr 6	Apr 14	Apr 21

(1) Applicant is required to meet with staff (Pre-application meeting) to discuss the proposed variance. Please contact Planner II Lauren Staudenmaier at lauren.staudenmaier@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*.