ZONING BOARD OF APPEALS

2013 - 20**14 DEADLINE SCHEDULE**

Public Copy

Applicable to Variances, Conditional Uses, Temporary Uses, and Appeals

Submittal Deadline (1)	Sign Pick Up (2)	Adjacent Property Owner Notification (3)	Sign Posting No Later Than (4)	ZBA Field Trip (5)	ZBA Hearing (6)
December 18, 2012	January 4, 2013	January 4, 2013	January 7, 2013	January 18, 2013	**January 22, 2013**
January 15, 2013	February 8, 2013	February 8, 2013	February 11, 2013	February 22, 2013	**February 26, 2013**
February 12, 2013	March 1, 2013	March 1, 2013	March 4, 2013	March 15, 2013	**March 19, 2013**
March 19, 2013	April 5, 2013	April 5, 2013	April 8, 2013	April 19, 2013	**April 23, 2013**
April 16, 2013	May 10, 2013	May 10, 2013	May 13, 2013	May 24, 2013	**May 28, 2013**
May 21, 2013	June 7, 2013	June 7, 2013	June 10, 2013	June 21, 2013	**June 25, 2013**
June 18, 2013	July 5, 2013	July 5, 2013	July 8, 2013	July 19, 2013	**July 23, 2013**
July 16, 2013	August 9, 2013	August 9, 2013	August 12, 2013	August 23, 2013	**August 27, 2013**
August 20, 2013	September 6, 2013	September 6, 2013	September 9, 2013	September 20, 2013	**September 24, 2013**
September 17, 2013	October 4, 2013	October 4, 2013	October 7, 2013	October 18, 2013	**October 22, 2013**
October 15, 2013	November 8, 2013	November 8, 2013	November 11, 2013	November 22, 2013	**November 26, 2013**
November 19, 2013	November 27, 2013	November 27, 2013	December 2, 2013	December 13, 2013	**December 17, 2013**
December 17, 2013	January 10, 2014	January 10, 2014	January 13, 2014	January 24, 2014	**January 28, 2014**

*****Important Information*****

1) **Submittal Deadline:** Applications shall be submitted to the Planning Department on the first floor of the Municipal Office Annex located at 140 West Patrick Street by the close of business on the deadline date specified on this schedule.

2) **Sign Pick Up:** Signs for posting on the property will be available for pick up from the Planning Department by the date specified.

3) **Adjacent Property Owner Notification:** The applicant is responsible for notifying all adjacent and abutting property owners by United States Post of their application request. A form letter is available for the applicant's use in the Planning Department, and the applicant is responsible for providing Planning Staff with proof of mailing from the Post Office.

4) **Sign Posting:** The sign must be placed on the property so that it is clearly visible from a public street. The applicant shall consult with the case planner if there is any question where the sign should be located and if it is necessary to place more than one sign on the property. The sign is to remain in place until the ZBA public hearing, after which it should be taken down within five (5) days. If the sign is damaged and is able to be seen from the public right of way, the applicant must notify the Planning Department on the next business day so that the applicant can pick up a new sign. Improper posting of the property will result in the case being continued to the next hearing.

5) **ZBA Field Trip:** Unless otherwise noted, the Friday before the regularly scheduled hearing, the ZBA will make field trips to each of the sites on the agenda.

6) **ZBA Hearing:** All ZBA hearings are held at City Hall at 101 North Court Street, beginning at 7:00 pm. Applicants must be present at the hearing in order for the case to be heard. If the applicant is represented by someone other than himself /herself, an agent authorization form must be filled out as part of the application.

It is recommended that you discuss your application with City Planning Staff prior to submittal. For more information and to speak directly with a planner, please contact (301) 600-1499.