



**ZONING BOARD OF APPEALS**  
**2016- 2017 DEADLINE SCHEDULE**  
*Public Copy*

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

<b>Submittal Deadline (1)</b>	<b>Sign Pick Up (2)</b>	<b>Adjacent Property Owner Notification (3)</b>	<b>Sign Posting No Later Than (4)</b>	<b>ZBA Field Trip (5)</b>	<b>ZBA Hearing (6)</b>
December 15, 2015	January 8, 2016	January 8, 2016	January 11, 2016	January 22, 2016	January 26, 2016
January 19, 2016	February 5, 2016	February 5, 2016	February 8, 2016	February 19, 2016	February 23, 2016
February 16, 2016	March 4, 2016	March 4, 2016	March 7, 2016	March 18, 2016	March 22, 2016
March 15, 2016	April 1, 2016	April 1 2016	April 4, 2016	April 15, 2016	April 19 2016
April 19, 2016	May 6, 2016	May 6, 2016	May 9, 2016	May 20, 2016	May 24, 2016
May 17, 2016	June 10, 2016	June 10, 2016	June 13, 2016	June 24, 2016	June 28, 2016
June 21, 2016	July 8, 2016	July 8, 2016	July 11, 2016	July 22, 2016	July 26, 2016
July 19, 2016	August 5, 2016	August 5, 2016	August 8, 2016	August 19, 2016	August 23, 2016
August 16, 2016	September 9, 2016	September 9, 2016	September 12, 2016	September 23, 2016	September 27, 2016
September 20, 2016	October 7, 2016	October 7, 2016	October 10, 2016	October 21, 2016	October 25, 2016
October 18, 2016	October 21,, 2016	October 21, 2016	October 31, 2016	November 10, 2016	November 15, 2016
November 15, 2016	December 2, 2016	December 2, 2016	December 5, 2016	December 16, 2016	December 20, 2016
December 20, 2016	January 6, 2017	January 6, 2017	January 9, 2017	January 20, 2017	January 24, 2017

**\*\*\*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.