



## Board of Zoning Appeals (BZA) 2023 Hearing Schedule and Filing Deadline

The BZA Public Hearings are typically held on the second Monday of the month at 7:00 p.m., unless otherwise noted.

| Recommended Submission Date for Completeness Review               | Deadline for Submission of a Complete Application | Hearing Date                          | Time      | Public Notice Period<br>Time period in which the legal notice must be posted and sent. |
|---|---|---------------------------------------|-----------|--|
| November 14, 2022   | November 28, 2022                                 | Monday, January 9                     | 7:00 p.m. | December 10, 2022 – December 30, 2022  |
| December 16, 2022   | December 30, 2022                                 | <b>Cancelled:</b> Monday, February 13 | 7:00 p.m. | January 14 – February 3  |
| January 13  | January 27  | Monday, March 13                      | 7:00 p.m. | February 11 – March 3  |
| February 10   | February 24                                       | <b>Cancelled:</b> Monday, April 10    | 7:00 p.m. | March 11 – March 31  |
| March 10  | March 24  | Monday, May 8                         | 7:00 p.m. | April 8 – April 28   |
| April 14  | April 28  | Monday, June 12                       | 7:00 p.m. | May 13 – June 2  |
| May 12  | May 26  | <b>Cancelled:</b> Monday, July 10     | 7:00 p.m. | June 10 – June 30  |
| The Board of Zoning Appeals is in recess for the month of August. |   |                                       |           |  |
| July 14   | July 28   | Monday, September 11                  | 7:00 p.m. | August 12 – September 1  |
| August 18   | September 1                                       | Monday, October 16                    | 7:00 p.m. | September 16 – October 6   |
| September 15  | September 29                                      | Monday, November 13                   | 7:00 p.m. | October 14 – November 3  |
| October 13  | October 27  | Monday, December 11                   | 7:00 p.m. | November 11 – December 1   |

Last Updated: June 23, 2023

- As of November 4, 2019, the City of Alexandria, VA has instituted a new land use management information system: APEX [https://apex.alexandriava.gov/EnerGov\\_Prod/SelfService#/home](https://apex.alexandriava.gov/EnerGov_Prod/SelfService#/home). For assistance, please contact the Boards and Commissions Unit (BCU) at [planapplications@alexandriava.gov](mailto:planapplications@alexandriava.gov) or 703.746.4666.
- Once an application is submitted through APEX, within one business day, staff will issue an acknowledgement receipt letter and invoice. Application fees must be paid within two business days from the date of the issued letter. Payment can be submitted online or in-person at the Department of Planning & Zoning.
- An application will be reviewed for completeness before formally accepted by Planning & Zoning staff for a Board of Zoning Appeals Public Hearing. The applicant will be notified if the application is complete or if more information is required.
- Once the application has met all of the submission requirements, staff will issue a letter of acceptance with confirmation of the scheduled hearing date and noticing instructions. The scheduled hearing date is subject to change if additional information is needed after the application has been deemed complete.
- An application package that is submitted on the deadline for submission of a complete application (second column) will be reviewed for completeness for the anticipated hearing date. In a case where an anticipated hearing date cannot be achieved due to the extent of missing information, staff will work with the applicant to determine the appropriate timing for consideration before the Board of Zoning Appeals.
- Appeals of the Director's decision do not follow the schedule above. Appeals will be reviewed by staff for completeness and validity before it is scheduled for public hearing.