



## 2016 Board of Zoning Appeals Filing Deadlines and Hearing Schedule

HEARING DATE <sup>1</sup>	FILING DEADLINE <sup>2</sup>	NOTICE DEADLINES <sup>3</sup>	SUBMIT NOTICE DOCUMENTS FOR STAFF REVIEW <sup>4</sup>
January 14, 2016	November 30, 2015	December 15 to January 4	December 11, 2015
February 11, 2016	December 28, 2015	January 12 to February 1	January 8, 2016
March 10, 2016	January 25, 2016	February 9 to February 29	February 5, 2016
April 14, 2016	February 29, 2016	March 15 to April 4	March 11, 2016
May 12, 2016	March 28, 2016	April 12 to May 2	April 8, 2016
June 9, 2016	April 25, 2016	May 10 to May 30	May 6, 2016
July 14, 2016	May 30, 2016	June 14 to July 4	June 10, 2016
RECESSED	N/A	N/A	N/A
September 8, 2016	July 25, 2016	August 9 to August 29	August 5, 2016
October 13, 2016	August 29, 2016	September 13 to October 3	September 9, 2016
November 10, 2016	September 26, 2016	October 11 to October 31	October 7, 2016
December 8, 2016	October 24, 2016	November 8 to November 28	November 4, 2016

1. Board of Zoning Appeals public hearings are normally held the 2<sup>nd</sup> Thursday of each month at 7:30pm in City Hall Council Chambers, 301 King Street (2<sup>nd</sup> floor). **Hearing dates are subject to change.**
2. **Complete** applications and fees must be submitted by this date. Incomplete applications will not be scheduled for Board of Zoning Appeals hearings. The current fee schedule is available on the Planning and Zoning website.
3. Written notice must be sent to abutting property owners within the dates listed. If the notice is sent earlier or later, it cannot be certified and the application will be deferred to a later hearing date.
4. Planning and Zoning **strongly recommends** that applicants submit notice documents by this date to allow staff to review them before mailing. It is extremely important that written notice is sent correctly. Incorrect notice may result in the deferral of the request.

**\*Appeals of the Director's decision do not follow this schedule. Appeals will be reviewed by staff for completeness and validity then will be docketed for public hearing.**