



Board of Zoning Appeals 2020 Hearing Schedule and Filing Deadline

As of December 2018, the BZA Public Hearings are held on the second Monday of the month at 7:00 p.m. Public Hearings will typically be held on the second Monday of each month at 7:00 p.m., except for March and October due to holidays.

Recommended Submission Date for Completeness Review	Deadline for Submission of a Complete Application	Hearing Date	Public Notice Period Time period in which the legal notice must be posted and sent.
November 15, 2019	December 2, 2019	January 13	December 19, 2019 – January 3, 2020
December 13, 2019	December 27, 2019	February 10	January 16 – January 31
January 17	January 31	March 16 Canceled	February 20 – March 6
February 14	February 28	April 13 Canceled	March 19 – April 3
March 13	March 27	May 11 TBD	April 16 – May 1
April 10	April 24	June 8 TBD	May 14 – May 29
May 15	May 29	July 13	June 18 – July 3
The Board of Zoning Appeals is in recess for the month of August.			
July 17	July 31	September 14	August 20 – September 4
August 21	September 4	October 19	September 24 – October 9
September 11	September 25	November 9	October 15 – October 30
October 16	October 30	December 14	November 19 – December 4

Last updated: 03.27.2020

- 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. For assistance, please contact the Boards and Commissions Unit at 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.
- Application will be reviewed for completeness before formally accepted by Planning & Zoning staff for a Board of Zoning Appeals Public Hearing. 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 completed.
- 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.