



2015 Board of Zoning Appeals Filing Deadlines and Hearing Schedule

HEARING DATE ¹	FILING DEADLINE ²	NOTICE DEADLINES ³	SUBMIT NOTICE DOCUMENTS FOR STAFF REVIEW ⁴
January 8, 2015	November 24, 2014	December 9 to December 29	December 5, 2014
February 12, 2015	December 29, 2014	January 13 to February 2	January 9, 2015
March 12, 2015	January 26, 2015	February 10 to March 2	February 6, 2015
April 9, 2015	February 23, 2015	March 10 to March 30	March 6, 2015
May 14, 2015	March 30, 2015	April 14 to May 4	April 10, 2015
June 11, 2015	April 27, 2015	May 12 to June 1	May 8, 2015
July 9, 2015	May 26, 2015	June 9 to June 29	June 5, 2015
September 10, 2015	July 27, 2015	August 11 to August 31	August 7, 2015
RECESSED	N/A	N/A	N/A
October 8, 2015	August 24, 2015	September 8 to September 28	September 4, 2015
November 12, 2015	September 28, 2015	October 13 to November 2	October 9, 2015
December 10, 2015	October 26, 2015	November 10 to November 30	November 6, 2015

1. Board of Zoning Appeals public hearings are normally held the 2nd Thursday of each month at 7:30pm in City Hall Council Chambers, 301 King Street (2nd 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.**