

Office of the Building Department

**2018 BOARD OF ZONING APPEALS CALENDAR**

<b><u>DEADLINE</u> *</b>	<b><u>MEETING DATE</u></b>	<b><u>CITY COUNCIL</u></b>
12/20/17	1/08/18	1/16/18
1/17/18	2/12/18	2/20/18
2/21/18	3/12/18	3/20/18
3/21/18	4/09/18	4/17/18
4/18/18	5/07/18	5/15/18
5/16/18	6/11/18	6/19/18
6/20/18	7/09/18	7/17/18
7/18/18	8/13/18	8/21/18
8/22/18	9/10/18	9/18/18
9/19/18	10/08/18	10/16/18
10/17/18	11/12/18	11/20/18
11/21/18	12/10/18	12/18/18

\* It is recommended to apply before the deadline to give ample time for plan review and alleviate any delay.

**PROCEDURES FOR ATTENDANCE AT BOARD OF ZONING APPEALS MEETINGS**

- The Board of Zoning Appeals meets the first Monday after the first Tuesday of each month at 7:30 p.m. in the City Hall Community Room (lower level).
- Applications along with two copies of the proposal must be filed by the deadline prior to the next meeting. If drawings are larger than 11x17 you must provide your drawings on CD in a pdf format. (Site drawings must be drawn to scale).
- If you are applying for a building permit at the same time an additional two copies are required.
- The fees are \$50.00 for the first variance requested for a parcel, \$15.00 for each additional variance requested for the same parcel.
- City Council meets the Tuesday of the week following the Board of Zoning Appeals

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**meeting. City Council votes on appeals recommended for approval by the Board of Zoning Appeals.**

**If you have any questions regarding these procedures, please contact the Building Department at 440-526-2630.**