## Procedure:

1. Applicant submits two (2) copies (one with original signatures) of the Variance Application to the Planning Department by **12:00 p.m.** on the date indicated above.

2. Staff reviews application and writes staff report.

3. Staff prepares and posts legal advertisement to the Town’s website.

4. Written notifications mailed to adjacent property owners.

5. Board of Adjustment agendas mailed or delivered on or before the date indicated above.

6. The Board of Adjustment will hold a quasi-judicial public hearing and consider the application, the staff report, relevant support materials, and public testimony given. After the close of the public hearing, the Board of Adjustment shall approve, approve with conditions, or disapprove the application for a variance pursuant to the standards of the Unified Development Ordinance, Sec. 2.3.8.D Standards.

### 2020 VARIANCE SCHEDULE

<table>
<thead>
<tr>
<th>(1) Submittal Date</th>
<th>(2) Staff reviews application and writes staff report</th>
<th>(3) Published notice posted to Town’s Website</th>
<th>(4) Written notifications mailed</th>
<th>(5) Board of Adjustment Agendas mailed on or before:</th>
<th>(6) Board of Adjustment Meeting</th>
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<tbody>
<tr>
<td>Jan 2*</td>
<td>Jan 2* - Feb 3</td>
<td>Jan 27 - Feb 11</td>
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<td>Feb 3 - Mar 2</td>
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<td>Mar 2</td>
<td>Mar 2 - Apr 6</td>
<td>Mar 30 - Apr 14</td>
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<td>Apr 27 - May 12</td>
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<td>May 1</td>
<td>May 1 - June 1</td>
<td>May 26* - June 9</td>
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<td>June 1 - July 6</td>
<td>June 29 - July 14</td>
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<td>Nov 2</td>
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<td>Nov 23 - Dec 8</td>
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*Date changed due to holiday/scheduling.