

**2012 B/A PROCESS DEADLINES AND MEETING SCHEDULE**

Month	Mail Notice Deadline	FILING DEADLINE (12:00 PM)	POSTING DEADLINE	PUBLIC HEARING (Hearing: 1:30 PM)
January 2012	Offer to meet with affected parties must be mailed at least 10 days prior to meeting date. Meeting to occur no sooner than 15 days and no greater than 60 days prior to submittal of the application.	12/27/2011	January 9, 2012	1/25/2012
February		1/30/2012	February 13	2/29
March		2/27	March 12	3/28
April		3/26	April 9	4/25
May		4/30	May 14	5/30
June		5/29	June 11	6/27
July		6/25	July 9	7/25
August		7/30	August 13	8/29
September		8/27	September 10	9/26
October		9/24	October 8	10/24
November		10/29	November 12	11/28
December		(* 11/19)	December 10	12/19
January 2013		12/31/2012	January 14, 2013	1/30/2013

**2012 DRB PROCESS DEADLINES AND MEETING SCHEDULE**

FILING DEADLINE (12:00 PM)	MEETING (7:30 AM)
December 28, 2011	January 6, 2012
January 11	January 20
February 1	(* February 10)
(* February 15)	(* February 24)
February 29	March 9
(* March 14)	(* March 23)
March 27	April 6
April 11	April 20
April 25	May 4
May 9	May 18
May 23	June 1
June 6	June 15
June 27	July 6
July 11	July 20
July 25	August 3
August 8	August 17
August 29	September 7
September 12	September 21
September 26	October 5
October 10	October 19
October 24	November 2
November 7	November 16
November 28	December 7
December 12	December 21
December 26	January 4, 2013

(\* Modifications made to processing dates due to Furloughs, Holidays and Observances.

**Please Note: The applicant or the applicant's representative is required to attend the Board of Adjustment (B/A) Public Hearing and the Design Review Board (DRB) Meeting (if applicable).**