

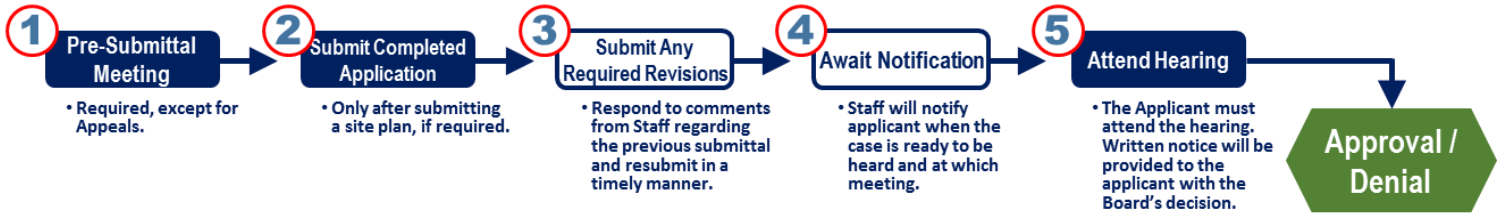


Board of Adjustment Process Overview

Development
Services Center

City-County Development Services Center

101 City Hall Plaza, Durham, NC 27707 | <https://dsc.durhamnc.gov> | 919-560-4137



1. Pre-Submittal Meeting

An informational meeting in which staff discusses the role of the BOA and provides the applicant with all information and materials necessary to submit an application to make an appearance the Board. This meeting is required for anyone seeking a Use Permit or Variance. A pre-submittal meeting is not required for an appeal.

2. Submit Completed Application

Applications are accepted by appointment only. Contact Staff to schedule an appointment. In order to submit, the following are required:

- a. A complete application with original signatures
- b. The appropriate application fee. All checks are made payable to the 'City of Durham'
- c. A site plan or plot plan, as applicable.
 - (1) If a site plan is required, a site plan application (separate process) must be submitted prior to submitting an application for the BOA.
 - (2) It is recommended that a BOA application not be submitted until after the first site plan comments have been received.

3. Submit Any Required Revisions

Comments are issued by Staff within five (5) business days of application submittal.

- a. Provided that the applicant re-submits a modified application that addresses original staff comments within five (5) business days of the original comment issuance, the applicant will be notified of possible scheduling on the agenda for the next appropriate BOA hearing date.

4. Await Notification

Staff will notify the applicant that their case is ready to be heard by the BOA.

5. Hearings are typically held on the 4th Tuesday of every month in the Second Floor Committee Room at City Hall, 101 City Hall Plaza, Durham, NC 27701.

- a. Attendance at the hearing is mandatory.
- b. After the hearing, the applicant will receive written approval or denial of the request.