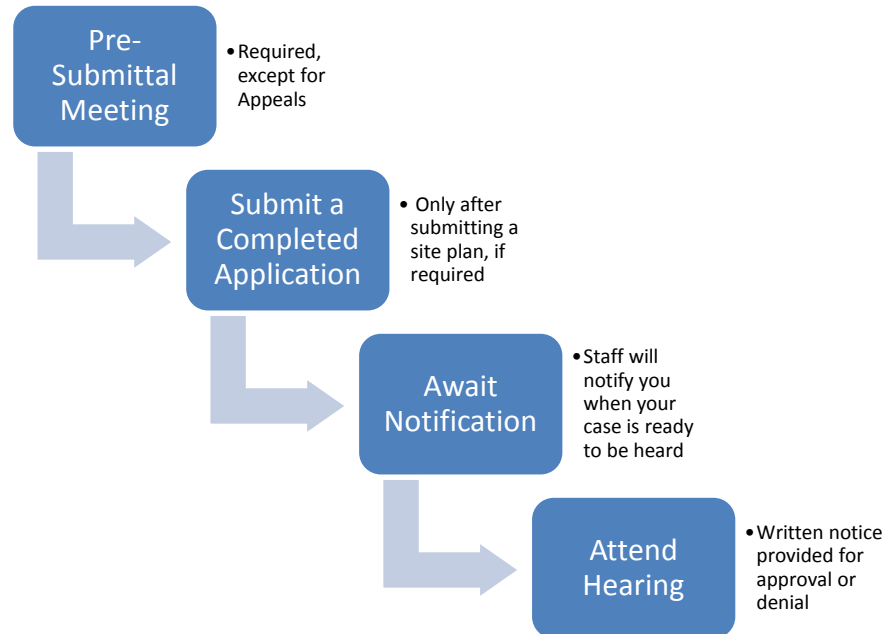


Board of Adjustment (BOA) Process Overview:



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. Application Submittal – Applications are batched on the second Monday of each month. 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.
 - i. If a site plan is required, a site plan application (separate process) must be submitted *prior* to submitting an application for the BOA.
3. Post submittal, Staff will notify you that your case is ready to be heard by the BOA
 - a. 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
 - b. Attendance at the hearing is *mandatory*
4. After the hearing, you will receive written approval or denial of your request.