

Board of Adjustment (BZA) and Variances Municipal Code Section 16.20

Step 1: Pre-Application Meeting
Section 16.15.060

Step 2: Complete Application
Section 16.20.050

[Application Link](#)

Step 3: Pay Fees & Submit Reimbursement Agreement
Section 16.020.60 (ii)

10 Calendar days

**Applicant Makes Resubmittal
of Complete Application**

Within 60
Calendar days

Step 4: Completeness Review by the Town
Section 16.020.60 (iii)

Incomplete

Complete

10 Calendar days

**Step 5: Town staff issues memo to the BZA
recommending approval or denial**
Section 16.20.060 (v)

No less
than 20
Calendar
days

**Step 6: Applicant Mails Notices to Property
Owners within 300 feet and posts signs**
Section 16.020.060 (vii)

15 Calendar days

Hearing - Board of Zoning Appeals (BZA)
Section 16.20.060 (viii)

Denial

Approval

Appeal to BZA

Denial

Approval

Appeal to Courts