

**Development Services Department, Application Deadlines:
Fiscal Year 2023-2024**

Deadlines are scheduled to meet notification requirements and are generally 18-25 days prior to the regular meeting. Special called hearings are scheduled on a case by case basis. For information, please contact the Development Services Office at (828) 456-8647.

LDS Compliance, signs, administrative permits, occupancy or building permits:

- No deadline to submit documents.
- Occupancy Use and Building Permits will not be issued without a confirmation of LDS compliance.

**Zoning Board of Adjustment: regular meeting is on the first Tuesday of every month
(Appeals, Variances)**

Meeting Date	Documents Submission Deadline
July 2023- TBD	June 15, 2023
August 1, 2023	July 13
September 5	August 17
October 3	September 14
November 7	October 19
December 5	November 16
January 2, 2024	December 14
February 6	January 18, 2024
March 5	February 15
April 2	March 14
May 7	April 18
June 4	May 16
July 2	June 13

**Historic Commission: regular meeting is on the first Wednesday of every month
(Certificate of Appropriateness, Designation of Historic Landmarks/Districts)**

Meeting Date	Documents Submission Deadline
July 5, 2023	June 16, 2023
August 2	July 14
September 6	August 18
October 4	September 15
November 1	October 13
December 6	November 17
January 3, 2024	December 15
February 7	January 19, 2024
March 6	February 16
April 3	March 15
May 1	April 12
June 5	May 17
July 3	June 14

**Planning Board: regular meeting is on the third Monday of every month
(Special Use Permits, Major Site Plan Review, Major Subdivision Preliminary Plat, Text
Amendments, Map Amendment/Rezoning, Conditional District)**

Advance meetings with staff and/or technical review are required prior to submittal deadline.

Meeting Date	Documents Submission Deadline
July 17, 2023	June 28, 2023
August 21	August 2
September 18	August 30
October 16	September 27
November 20	November 1
December 18	November 29
January 2024- TBD	December 21
February 19	January 31, 2024
March 18	February 28
April 15	March 27
May 20	May 1
June 17	May 29
July 15	June 26