



## 2023 Board of Adjustment Meeting Dates

Application Submission Deadline	Board of Adjustment Meeting Dates
January 3, 2023	January 26, 2023
January 31, 2023	February 23, 2023
February 28, 2023	March 23, 2023
April 4, 2023	April 27, 2023
May 2, 2023	May 25, 2023
May 30, 2023	June 22, 2023
*July 5, 2023	July 27, 2023
August 1, 2023	August 24, 2023
September 5, 2023	September 28, 2023
October 3, 2023	October 26, 2023
November 13, 2023	**December 6, 2023

Submission deadlines are at 5 p.m. on date indicated.

All meetings start at 5:30 p.m.

\*Extra day allotted due to offices closed for the 4<sup>th</sup> of July holiday

\*\*Special Date due to Holidays

### Submittal Information:

Applications **must be complete** in order to be placed on the following month's agenda. An application is complete when fees have been paid and when all requirements have been met, including the incorporation of revisions required as a result of the technical review process. Applicants are strongly encouraged to allow adequate time in project scheduling to incorporate necessary corrections and/or revisions.

### Pre-Submittal Meeting:

A pre-submittal meeting prior to a Board of Adjustment hearing is strongly encouraged. Staff can help guide the applicant through the application process. Please contact [Jeannie.Drake@moreheadcitync.org](mailto:Jeannie.Drake@moreheadcitync.org) to schedule a meeting.

### Meeting Schedule:

The Board of Adjustment generally meets the 4<sup>th</sup> Thursday of each month starting at 5:30 p.m. Please visit [www.moreheadcitync.org/AgendaCenter](http://www.moreheadcitync.org/AgendaCenter) to confirm meeting location, format, and date.

### Application Forms:

Application forms may be obtained by visiting <https://moreheadcitync.org/301/Applications>, by emailing [mhcpi@moreheadcitync.org](mailto:mhcpi@moreheadcitync.org), or by calling (252) 726-6848 x103.

### Application Fees:

Application fees may be obtained by visiting <https://moreheadcitync.org/206/Fees>, by emailing [mhcpi@moreheadcitync.org](mailto:mhcpi@moreheadcitync.org), or by calling (252) 726-6848 x103.