

## **Variance Process**

**Begin here:** 

Pre-Application
Meeting with Staff

Application Filed in LAMA
Portal / Case Number
Assigned

(First working day of the month)

Staff Review of Application

NOTIFICATIONS:

Newspaper Ad - City
Sign Posting - City
Certificate of Mailing - Applicant

(Not less than 15 days, not more than 45 days before the public hearing)

Board of Appeals Public Hearing

(Month 2, First Tuesday)

Board of Appeals Work Session

(Month 1, Fourth Monday)

Staff Analysis
Provided to Board
of Appeals and
Applicant(s)

Staff Comments Entered in LAMA Portal

Action Report Written Action Entered into LAMA Portal

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Action Letter Sent to Applicant(s); File Closed by Zoning Administrator

Finished.