

**UDO Board of Adjustment (UDO BOA)
Schedule of Meetings and Submission Deadlines**

2024-2025

Submission Deadline	Meeting Date
May 24, 2024	June 25, 2024
June 21, 2024	July 30, 2024
July 26, 2024	August 27, 2024
August 23, 2024	September 24, 2024
September 20, 2024	October 29, 2024
October 25, 2024	November 26, 2024 (Tentative Dec 3 rd)
November 22, 2024	December 31, 2024 (Tentative Jan 7 th)
December 27, 2024	January 28, 2025
January 24, 2025	February 25, 2025
February 21, 2025	March 25, 2025
March 21, 2025	April 29, 2025
April 25, 2025	May 27, 2025
May 23, 2025	June 24, 2025
June 20, 2025	July 29, 2025

**UDO Administration Presubmittal meeting required prior to application for Variances. Presubmittal meetings for Appeals are advised but may be held after the application is submitted.*

**Meeting dates are subject to change*

**Submissions are subject to completeness review and fee payment.*

**Submissions will be scheduled for meeting date only after submission is deemed complete and fee paid.*

**If submission is incomplete or fee is not paid the submission may be delayed to later meeting.*

**Alternative Compliance Review Board (ACRB)
Schedule of Meetings and Submission Deadlines**

2024-2025

Submission Deadline	Meeting Date
October 4, 2024	January 2, 2025
November 1, 2024	February 6, 2025
December 6, 2024	March 6, 2025
January 3, 2025	April 3, 2025
February 7, 2025	May 1, 2025
March 7, 2025	June 5, 2025
April 4, 2025	July 3, 2025
May 2, 2025	August 7, 2025
June 6, 2025	September 4, 2025
July 4, 2025	October 2, 2025
August 1, 2025	November 6, 2025
September 5, 2025	December 4, 2025
October 3, 2025	January 1, 2026 (Tentative Jan 8)

**A UDO Administration Presubmittal meeting is required prior to submitting an application.*

**Meeting dates are subject to change*

**Submissions are subject to completeness review and fee payment.*

**Submissions will be scheduled for meeting date only after submission is deemed complete and fee paid.*

**If submission is incomplete or fee is not paid the submission may be delayed to later meeting.*

Alternative Compliance Review Board Process Schedule

Submission Deadline	1 st Review	Revisions Due	2 nd Review	Notices & Signs	Meeting Date
October 4, 2024	10/21/24 – 11/8/24	11/22/24	11/25/24 – 12/6/24	12/16/24- 12/18/24	January 9, 2025
November 1, 2024	11/18/24 – 12/6/24	12/20/24	12/23/24 – 1/3/25	1/13/25- 1/15/25	February 6, 2025
December 6, 2024	12/23/24 – 1/10/24	1/24/25	1/27/25 – 2/7/25	2/10/25 – 2/12/25	March 6, 2025
January 3, 2025	1/21/25 – 2/7/25	2/21/25	2/24/25 – 3/7/25	3/10/25 – 3/12/25	April 3, 2025
February 7, 2025	2/24/25 – 3/14/25	3/28/25	3/31/25 – 4/11/25	4/14/25 – 4/16/25	May 1, 2025
March 7, 2025	3/24/25 – 4/11/25	4/25/25	4/28/25 – 5/9/25	5/12/25 – 5/14/25	June 5, 2025
April 4, 2025	4/21/25 – 5/9/25	5/23/25	5/27/25 – 6/6/25	6/9/25 – 6/11/25	July 3, 2025
May 2, 2025	5/19/25 – 6/6/25	6/20/25	6/23/25 – 7/3/25	7/14/25 – 7/16/25	August 7, 2025
June 6, 2025	6/23/25 – 7/11/25	7/25/25	7/28/25 – 8/8/25	8/11/25 – 8/13/25	September 4, 2025
July 4, 2025	7/21/25 – 8/8/25	8/22/25	8/25/25 – 9/5/25	9/15/25 – 9/17/25	October 2, 2025
August 1, 2025	8/18/25 – 9/5/25	9/19/25	9/22/25 – 10/3/25	10/13/25 – 10/15/25	November 6, 2025
September 5, 2025	9/22/25 – 10/10/25	10/24/25	10/27/25 – 11/7/25	11/10/25 – 11/13/25	December 4, 2025
October 3, 2025	10/20/25 – 11/7/25	11/21/25	11/24/25 – 12/5/25	12/15/25 – 12/17/25	January 1, 2026 (Tentative Jan 8)

**Meeting dates are subject to change*

**Submissions are subject to completeness review and fee payment.*

**Submissions will be scheduled for meeting date only after submission is deemed complete and fee paid.*

**If submission is incomplete or fee is not paid the submission may be delayed to later meeting.*

**Review cycle: 1st is 15 days, 2nd or any additional reviews are 10 days. Additional reviews may be needed on a case by case basis and would shift the meeting date to the next month.*

UDO Administration Schedule of Fees

Effective July 1, 2024

PROCESS	DETAILS	FEE
Administrative Deviation & Variance Extension	Residential (Single family detached, duplex, triplex and quadruplex, one per lot)	\$265.00
	Commercial (Includes multi-dwelling development, multi-family and non-residential uses)	\$495.00
Alternative Compliance Review		\$2,885.00
Variance	Residential (Single family detached, duplex, triplex and quadruplex, one per lot)	\$820.00
	Commercial (Includes multi-dwelling development, multi-family and non-residential uses)	\$1,240.00
Appeal	Residential (Single family detached, duplex, triplex and quadruplex, one per lot)	\$570.00
	Commercial (Includes multi-dwelling development, multi-family and non-residential uses)	\$3,350.00
Subdivision Appeal		\$5,000

**UDO Administration presubmittal meeting is required prior to the application for Variances, Alternative Compliance and Administrative Deviations/Adjustments. A presubmittal meeting is advised prior to application for an Appeal but may be held after the application is submitted.*

**Fee due with 7 days of the invoice of application. An email with payment instructions will be sent by Accela to the applicant. Please check junk folder if you can't find the invoice email.*

**If submission is incomplete or fee is not paid the submission may be delayed to later meeting.*