



TOWN OF  
HILLSBOROUGH

## APPLICATION SCHEDULE/CHECKLIST

### Board of Adjustment Hearing

Planning and Economic Development Division  
101 E. Orange St., PO Box 429, Hillsborough, NC 27278  
919-296-9475 | Fax: 919-644-2390  
www.hillsboroughnc.gov

APPLICATION REVIEW SCHEDULE: 2024		
DEADLINES	MEETINGS	
Application (12 p.m./noon) <sup>1</sup>	Technical Review Committee <sup>2</sup>	Board of Adjustment <sup>2</sup>
Nov. 20, 2023	Dec. 5, 2023	Jan. 10, 2024
Dec. 4, 2023 <sup>3</sup>	Jan. 2, 2024	Feb. 14, 2024
Jan. 22, 2024	Feb. 6, 2024	March 13, 2024
Feb. 19, 2024	March 5, 2024	April 10, 2024
March 18, 2024	April 2, 2024	May 8, 2024
April 22, 2024	May 7, 2024	June 12, 2024
<del>May 20, 2024</del>	<del>June 4, 2024</del>	<del>July 10, 2024 – MEETING CANCELLED</del>
June 18, 2024 <sup>3</sup>	July 2, 2024	Aug. 14, 2024
July 22, 2024	Aug. 6, 2024	Sept. 11, 2024
Aug. 19, 2024	Sept. 3, 2024	Oct. 9, 2024
Sept. 16, 2024	Oct. 1, 2024	Nov. 13, 2024
Oct. 21, 2024	Nov. 5, 2024	Dec. 11, 2024
Nov. 18, 2024	Dec. 3, 2024	Jan. 8, 2025
Dec. 16, 2024 <sup>3</sup>	Jan. 7, 2025	Feb. 12, 2025
<sup>1</sup> An incomplete application will not be forwarded for Technical Review Committee or Board of Adjustment review. <sup>2</sup> Technical review generally applies only to Special Use Permit (including permit modification) reviews. All review comments of the Technical Review Committee must be addressed before the request will be placed on a Board of Adjustment meeting agenda. <sup>3</sup> Denotes a shift due to a holiday.		

FEE SCHEDULE	
Special Use Permit	The greater of \$1,000 or \$200 per acre
Special Use Permit Modification	\$500
Variance	\$200
Appeal	No fee

### SUBMITTAL REQUIREMENTS

Staff may determine that some requirements are not applicable to all applications.

#### For Special Use Permits including Modifications of Previously Issued Permits

- ☐ Completed, signed, and dated application form, supplemental form, and payment of applicable fee
- ☐ Complete site plan set in paper and digital format (*See separate Site Plan Checklist*)
- ☐ Traffic Impact Analysis if the proposed development will generate 800 or more vehicle trips on an average weekday. An analysis may be required for smaller projects in the following situations:
  - a. 75% or more of the properties to be notified of the hearing are already developed, or
  - b. A majority of the properties to be notified of the hearing are of a different zoning category than the property for which the Special Use Permit is sought, or
  - c. Staff or NCDOT identify potential negative impacts to nearby intersections with high crash rates, significant turning movement delays, or level of service concerns.

#### For Variances and Appeals

- ☐ Completed, signed, and dated application form, supplemental form, and payment of applicable fee
- ☐ Surveyed plot plan exhibiting the nature of the proposed variance request