

ZBA Policy on Adjournments of Public Hearings
(Effective as of April 2010)

PLEASE TAKE NOTE

AUTOMATIC ADJOURNMENTS MAY APPLY TO YOUR APPLICATION IF ANY OF THE FOLLOWING OCCURS:

Your application is amended after it is advertised

You obtain an amended Notice of Disapproval, based on an amended or revised plan, after it is advertised (Corrections will be accepted in certain situations)

Changes are made to surveys or other details in your application/office file after it is advertised

ADDITIONALLY : All new correspondence must be submitted in eight (8) sets, filed either during a public hearing, or with the ZBA office at least one week prior to the date of a scheduled public hearing. (This includes amendments, research, letters, and other relevant data). Please note the name of the applicant and file number on any submission(s).

Please contact the ZBA office for assistance regarding the proper procedure to follow or for answers to any questions you might have.

ADJOURNMENTS WITHOUT A DATE

If your application is adjourned without a date by the Board of Appeals at a Public Hearing, or the Board grants a request for adjournment made in writing by you or your agent prior to a scheduled Public Hearing, the following policy applies. You or your agent will have six (6) months to request a re-hearing in WRITING, or the application will be deemed withdrawn and you will have to re-apply with a new application.