



## Variance Timeline

Task	Date	Time Permitted/ Required	Task Start Date/ End Date	Action Items
<b>INITIAL REVIEW</b>				
Submittal of Application	XX	10 days for staff to review	Review completed XX	
Staff Review	XX			
<b>PUBLIC NOTICE</b>				
Public Hearing Notice Sent to Newspaper	Monday before publication by noon to Ranchland News	Publication 15 days prior to hearing	Submit to Ranchland News on XX – send mailings to property owners XX	
Public Hearing Notice to adjacent Property Owners	Thursday Newspaper Publication  Letters received no later than: XX			
<b>BOARD OF ADJUSTMENTS PUBLIC HEARING</b>				
Board of Adjustments (Board of Trustees)	XX	Depends on Agenda/ Business Load		
Board of Adjustments Decision	TBD	Depends on load/ need to deliberate		