The Planning Board will also act as the Board of Adjustment in matters of appeals or variances. The Planning Board / Board of Adjustment will hold their monthly meeting the first Tuesday of the month. The Planning Board / Board of Adjustment meetings will begin at 5:30 p.m. in the City Hall Council Chambers.

The City of Dunn Council will hold two meetings a month on the second Tuesday and the fourth Tuesday of each month.

### Any application deemed incomplete or missing the required information to bring forward to the Planning Board/Board of Adjustment will be delayed until a completed application and materials have been submitted.

The deadline for submitting applications will be as follows:

Planning Board

Applications for rezonings and ordinance amendments, major subdivisions (more than 20 lots)

Complete applications must be received by the Planning Department by the 1<sup>st</sup> working day of the month

to get on the agenda for the following month.

*Example*: Complete applications must be received by the Planning Dept by the 1<sup>st</sup> working day of April **to** get on the Planning Board May agenda

#### **Board of Adjustment**

#### Applications for variances

Complete applications must be received by the Planning Department

by the 1<sup>st</sup> of the month

to get on the agenda for the following month.

*Example*: Complete applications must be received by the Planning Dept by the 1<sup>st</sup> working day of April **to** get on the Planning Board May agenda.

## **City Council**

Applications for the following:

Rezonings, Amendments, Special Use Permits, Major Subdivisions (more than 20 lots), Final Plats

Complete applications must be received by the Planning Department

# by the 1<sup>st</sup> working day of the month

to get on the Planning Board agenda for the following month for recommendation to the City Council the following month after the Planning Board.

*Example*: Complete applications must be received by the Planning Dept by the 1<sup>st</sup> working day of April to get on the Planning Board May agenda. At the May Planning Board, a recommendation will be made to the City Council agenda for June.