



## Board of Zoning Appeals (BZA) 2024 Hearing Schedule and Filing Deadline

The BZA Public Hearings are typically held on the second Monday of the month at 7:00 p.m., unless otherwise noted.

Recommended Submission Date for Completeness Review	Deadline for Submission of a Complete Application	Hearing Date	Time	Public Notice Period Time period in which the legal notice must be posted and sent.
November 13, 2023	November 27, 2023	<b>Cancelled:</b> Monday, January 8	7:00 p.m.	December 9, 2023 – December 29, 2023
December 15, 2023	December 29, 2023	Monday, February 12	7:00 p.m.	January 13 – February 2
January 12	January 26	Monday, March 11	7:00 p.m.	February 10 – March 1
February 9	February 23	Monday, April 8	7:00 p.m.	March 9 – March 29
March 15	March 29	Monday, May 13	7:00 p.m.	April 13 – May 3
April 12	April 26	Monday, June 10	7:00 p.m.	May 11 – May 31
May 10	May 24	Monday, July 8	7:00 p.m.	June 8 – June 28
The Board of Zoning Appeals is in recess for the month of August.				
July 12	July 26	Monday, September 9	7:00 p.m.	August 10 – August 30
August 9	August 23	Monday, October 7	7:00 p.m.	September 7 – September 27
September 20	October 7	Monday, November 18	7:00 p.m.	October 19 – November 8
October 11	October 25	Monday, December 9	7:00 p.m.	November 9 – November 29

**Last Updated: December 13, 2023**

- As of November 4, 2019, the City of Alexandria, VA has instituted a new land use management information system: APEX [https://apex.alexandriava.gov/EnerGov\\_Prod/SelfService#/home](https://apex.alexandriava.gov/EnerGov_Prod/SelfService#/home). For assistance, please contact the Boards and Commissions Unit (BCU) at [planapplications@alexandriava.gov](mailto:planapplications@alexandriava.gov) or 703.746.4666.
- Once an application is submitted through APEX, within one business day, staff will issue an acknowledgement receipt letter and invoice. Application fees must be paid within two business days from the date of the issued letter. Payment can be submitted online or in-person at the Department of Planning & Zoning.
- An application will be reviewed for completeness before formally accepted by Planning & Zoning staff for a Board of Zoning Appeals Public Hearing. The applicant will be notified if the application is complete or if more information is required.
- Once the application has met all of the submission requirements, staff will issue a letter of acceptance with confirmation of the scheduled hearing date and noticing instructions. The scheduled hearing date is subject to change if additional information is needed after the application has been deemed complete.
- An application package that is submitted on the deadline for submission of a complete application (second column) will be reviewed for completeness for the anticipated hearing date. In a case where an anticipated hearing date cannot be achieved due to the extent of missing information, staff will work with the applicant to determine the appropriate timing for consideration before the Board of Zoning Appeals.
- Appeals of the Director's decision do not follow the schedule above. Appeals will be reviewed by staff for completeness and validity before it is scheduled for public hearing.