

**Town of Kernersville Land Development Manual (LDM)
First Edition – Effective April 3, 2024**



Introduction

The purpose of this manual is to assist in the administration of land development review for the Town of Kernersville. The Town of Kernersville development review process is established by the Board of Aldermen to provide a framework that allows reasonable oversight by town staff and officials while ensuring development projects are consistent with the Unified Development Ordinance and adopted plans.

The manual's primary goal is to explain the review procedures of development applications established in the UDO. To ease the review process, this manual also contains application forms, staff review checklists, and submittal and fee schedules. The land development manual consolidates information in the development review process, and helps applicants understand the procedures and requirements. The intent of this land development manual is more specifically to:

- A.** Clarify the standards and items for submitting complete and relevant information for development applications;
- B.** Establish construction standards for infrastructure constructed in the service of development;
- C.** Establish planting standards that promote health and survival of landscaping installed in the county.
- D.** Establish design standards for the development of various building types

To help consolidate the development process and promote efficiency, the Kernersville Department of Community Development has established this land development manual as an aid for citizens, public officials, engineers, and developers. The manual includes submittal requirements, development and design guidelines, and construction standards for a variety of development applications submitted to the Department. The included items are necessary to enable the review of development submittals for compliance with the ordinance and these processes.

While the land development manual is not an ordinance, it is incorporated by reference within the Unified Development Ordinance. This allows the information in the manual to remain reflective of changing economic and environmental conditions.

Should you have any questions or comments about this manual please contact the Planning and Community Development Department.

A digital version of this manual is available online at the Planning and Community Development Department's webpage at: <https://toknc.com/community-development>

Applicants are reminded that this manual does not serve as a substitute for any of the Town of Kernersville's adopted ordinances or plans and is intended only as a guide to the users of the Town of Kernersville Unified Development Ordinance. In case of conflict between this document and other town ordinances, the adopted town ordinances shall control.

Manual Contents

I. Submittal Requirements for Board-Approved Site Plans

- A. Applicable to all Plans
- B. Table of Requirements for Particular Types of Site Plans
- C. Form 1 Site Plan
- D. Form 2 Site Plan
- E. Form 3 Site Plan

II. Submittal Requirements for Civil Construction Documents

Reserved for later use

III. Submittal Requirements for Plats

Reserved for later use

IV. Design Guidelines

- A. Building Architectural Design Examples
 - 1. Design Guidelines applicable to all overlay districts
 - 2. MBP Medical Business Park District – façade compositions
 - 3. Central Kernersville Overlay District (CKOD)
 - 4. Highway Corridor Overlay District (HCOD)
 - 5. Neighborhood Scale Commercial Overlay District (NSCOD)
 - 6. Industrial Corridor Overlay District
- B. Landscaping Recommended Plant Species

V. Submittal Calendars

VI. Appendix B Applications

Reserved for future use

VII. Additional References

The following additional references are available through the Department of Community Development:

- Stormwater Administrative Manual (Town website or Town Engineer)
- Construction Specifications (Town website or Town Engineer)
- Addressing Manual (Community Development GIS Department)

I. Submittal Requirements for Board-Approved Site Plans

The following sections list submittal requirements applicable to all Forms as well as for each type of Form.

A. Requirements Applicable to all Board-Approved Site Plans

1. **Required copies:** Three (3) paper copies folded to 9" X 12" page size with the title block showing, and a digital submission through the town's permitting portal, see below.
2. **Scale:**
 - Less than 25 acres: no smaller than 1" to 50'
 - 25 or more acres: no smaller than 1" to 100'
 - Very large developments: 1" to 200' with approval of Community Development staff.
3. **Location Map** containing a north arrow and the intersection of at least two (2) public streets nearest to the property.
4. **Title Block in the lower right-hand corner of the site plan with:**
 - development name
 - name and address of the owner and petitioner
 - name and address of the architect, land planner, landscape architect, engineer or surveyor who prepared the map, and his/her registration seal, (only the name and address of the site plan preparer is required for applications for a single manufactured home on one and one-half (1.5) acres or less)
 - date of survey if applicable for , except that a survey is not required for the first phase site plan submittal of a two-phase conditional zoning district petition
 - scale, date and north arrow
5. **Property Boundaries** including bearings and distances
6. **All Adjacent Property** ownership and zoning
7. **Electronic Files submitted through [ViewPoint](#) online permitting system**
 - site plan (pdf & jpg)
 - legal description – if “part-of” a parcel/PIN # (doc)
 - building elevations (pdf & jpg) if applicable
 - CAD – geocoded (dwg)
 - other as required by staff for adequate review
8. **Required Certifications**

ZONING

EXISTING ZONING: _____
 PROPOSED ZONING: _____
 TYPE OF REVIEW REQUESTED: _____
*(I.E. REZONING, PLANNING BOARD REVIEW,
 PRELIMINARY SUBDIVISION APPROVAL, ETC.)*

OFF STREET PARKING
 (IF APPLICABLE)

PROPOSED USE(S): _____
 PARKING CALCULATION: _____ SPACES: _____
 (MAY BE MORE THAN ONE CALCULATION REQUIRED)
 REQUIRED PARKING: _____ SPACES
 PARKING PROVIDED: _____ SPACES

SITE SIZE AND COVERAGE

TOTAL ACREAGE: _____
 SITE COVERAGE: _____
 BUILDING TO LAND _____ %
 PAVEMENT TO LAND _____ %
 OPEN SPACE _____ %
 TOTAL (100%) _____ %
 BUILDING SQUARE FOOTAGE: _____ SF.

OTHER INFORMATION OR NOTES
 (I.E. USE CONDITION COMPLIANCE
 INFORMATION OR OTHER SPECIAL NOTES)

WATERSHED SITE
 (IF APPLICABLE)

A. Total Site Area _____
 B. Proposed Disturbed Area _____
 C. Existing Impervious Surface Area _____

BUFFERYARDS
 (IF APPLICABLE)

ADJOINING ZONING: _____
 TYPE REQUIRED: _____
 WIDTH PROVIDED: _____
 FENCE OPTIONS: _____

OFF STREET LOADING
 (if applicable)

REQUIRED LOADING/UNLOADING SPACES: _____
 LOADING/UNLOADING SPACES PROVIDED: _____
 SIZE: _____ FT. X _____ FT.

_____	(sq.ft.)
before 1993	_____ (sq.ft.)
(A-D)	_____ (sq.ft.)
	_____ (sq.ft.)
	_____ (sq.ft.)
	_____ %
	_____ %

H. Proposed Impervious Surface Area Percentage: $(F/A)*100$ _____ %
 I. Regulated Impervious Surface Area Percentage $(G/E)*100$ _____ %
 J. (If Residential) Units Per Acre _____

B. Table of Requirements for Particular Types of Site Plans

The following table lists the specific type of submittal form required for each type of site plan in the Town of Kernersville for board approval. Requirements for each type of form follow the table.

Type of Form Required With Submittals That Require Board Approval	
Type of Application	Form
Uses Listed in Table 3.8 as Requiring Planning Board Review	Form 1
Uses Listed in Table 3.8 as Requiring Special Use Permit from Board of Adjustment	Form 1
Uses Listed in Table 3.8 as Requiring Special Use Permit from Board of Aldermen	Form 1
Petition for Conditional Zoning District One-Phase Rezoning Other Than Manufactured Home on 1.5 acres or smaller lot One-Phase Rezoning For Manufactured Home on 1.5 acres or smaller lot Two-Phase Rezoning First Phase Site Plan Second Phase Final Development Plan	Form 1 Form 3 Form 2 Form 1
Permitted Uses in NSB and C Districts	Form 1
Permitted Uses in MU-C Districts	Form 1 or 2
Permitted Uses in H and HO Districts	See Article 3 Section 3.11 of the UDO

C. Form 1 Submittal Requirements

The following items are required for a Form 1 submittal in addition to A. Requirements Applicable to all Board Approved Site Plans.

1. Site Plan Information Blocks shall be in the form of the templates pictured below and shall contain the following details as appropriate:

- Residential zoning - maximum number of dwelling units by type and density
- Nonresidential zoning - type of use(s) and proposed maximum square footage of land and buildings in nonresidential uses
- Total acreage
- Approximate percent of building coverage to land
- Approximate percent of paved or graveled surface to land
- Approximate percent of open space to land
- Acreage in common open area used for active recreational uses, indicating purposes and uses (common open space as computed shall not include streets, drives, parking or loading areas)
- Total number of parking spaces, and information necessary to calculate needed parking.

2. Natural Features, existing and proposed:

- Streams and stream buffers, drainageways, floodway and floodway fringe boundaries and elevations
- Wooded areas and other natural features
- Topography at four (4) foot intervals and two (2) foot intervals when available (distinction between existing and proposed topography lines to be shown according to the following: (existing - light dashed lines; proposed - thin solid lines)
- Natural features to be left undisturbed. Any existing trees to be retained shall be preserved during construction pursuant to Article 5 Section 5.3.2.H. of the UDO
- Slopes at twenty percent (20%) or greater grade, if bonus density is requested for a planned residential development under Article 4 Section 4.4.60 of the UDO

3. Constructed Features, existing and proposed:

- Buildings with setbacks from property lines and maximum height indicated;
- Other structures, fences, walls, signs, plantings, etc.;
- Rights-of-way and easements with type and widths indicated and an indication of whether public or private (access drives and parking areas to be shaded in);
- Private and public drives including pavement widths, curbcuts, names, and an indication of whether public or private;
- All other easements, parklands, playgrounds and other common or public areas;
- Sidewalks, greenways, and other pedestrian ways;
- Parking and loading areas with typical dimensions for spaces and lots;
- Solid waste disposal facilities;
- Utility lines over and under the site including storm drainage system;
- Finished elevation on all center lines of new streets and any stub streets, both on site and at connection with adjacent property(s);
- All streets, driveways, etc. (including pavement and right-of-way) within one hundred (100) feet of the project site; and,
- Public/private water system.

4. Other Requirements of The UDO necessary for review as applicable to the proposed use.

D. Form 2 Submittal Requirements

The following items are required for a Form 2 submittal in addition to A. Requirements Applicable to all Board Approved Site Plans.

1. Legend (on right hand side of map) indicating:

- Residential zoning - maximum number of dwelling units by type and density
- Nonresidential zoning - type of use(s) and proposed maximum square footage of land and buildings in nonresidential uses
- Total acreage
- Preliminary development schedule

2. Natural features, existing and proposed:

- Streams and stream buffers, drainageways, floodway and floodway fringe boundaries and elevations;
- Wooded areas and other natural features;
- Topography at four (4) foot intervals and two (2) foot intervals when available (distinction between existing and proposed topography lines to be shown according

- to the following: (existing - light dashed lines; proposed - thin solid lines); and,
- Natural features to be left undisturbed. Any existing tree to be retained shall be preserved during construction in accordance with Section 3-4.2(H)(3).

3. Constructed Features, existing and proposed:

- Rights-of-way and easements with type and widths indicated and an indication of whether public or private (access drives and parking areas to be shaded in);
- Private and public drives including pavement widths, curbcuts, names, and an indication of whether public or private;
- All other easements, parklands, playgrounds and other common or public areas;
- Sidewalks, greenways, and other pedestrian ways;
- Utility lines over and under the site including storm drainage system;
- Proposed driveways;
- All streets, driveways, etc. (including pavement and right-of-way) within one hundred (100) feet of the project site; and,
- Public/private water system.

4. Other Requirements of This Ordinance necessary for review as applicable to the proposed use.

E. Form 3 Submittal Requirements (for a single manufactured home on one and one-half (1.5) acres or less)

The following items are required for a Form 3 submittal in addition to A. Requirements Applicable to all Board Approved Site Plans.

1. Natural Features, existing and proposed:

- Streams and stream buffers, drainageways, floodway and floodway fringe boundaries and elevations; and,
- Wooded areas and other natural features.

2. Constructed Features, existing and proposed:

- Buildings with setbacks from property lines and maximum height indicated;
- Other structures, fences, walls, signs, plantings, etc.;
- Rights-of-way and easements with type and widths indicated and an indication of whether public or private (access drives and parking areas to be shaded in);
- Private and public drives including pavement widths, curbcuts, names, and an indication of whether public or private;
- Utility lines over and under the site and storm drainage system;
- All streets, driveways, etc. (including pavement and right-of-way) within one hundred (100) feet of the project site; and,
- Public/private water system.

3. Other Requirements: Evidence of compliance with the use conditions for manufactured homes in Article 4 Section 4.4 and other applicable provisions of the UDO.

II. Submittal Requirements for Civil Construction Plans

The following plan sheets must be included in a civil plan submittal. Plans must include all information included in the appropriate checklist. All plans shall be submitted in paper, pdf, and dwg formats. A checklist of detailed submittal requirements is at Appendix A.

1. Title/Cover Sheet
2. Existing Conditions\Demolition Plan
3. Overall Site Plan
4. Utility Plan
5. Road Plan & Profile
6. Storm Drainage Layout Sheet
7. Storm Drain Plan and Profile(s)
8. Drainage Area map
9. Grading and Erosion Control Plan(s)
10. Stormwater Management Plan in formats detailed in the checklist
11. Water Plan & Profiles
12. Sewer Plan & Profiles
13. Landscaping Plans
14. Lighting Plan
15. Details

III. Submittal Requirements for Plats

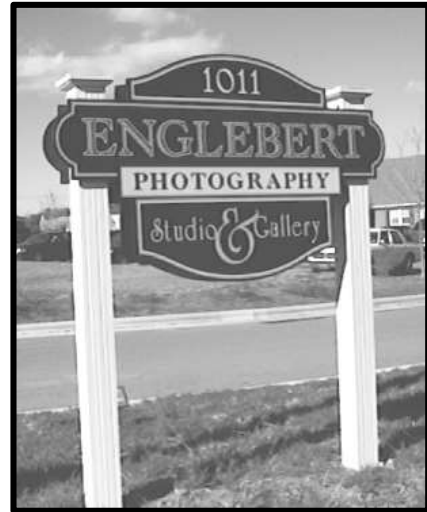
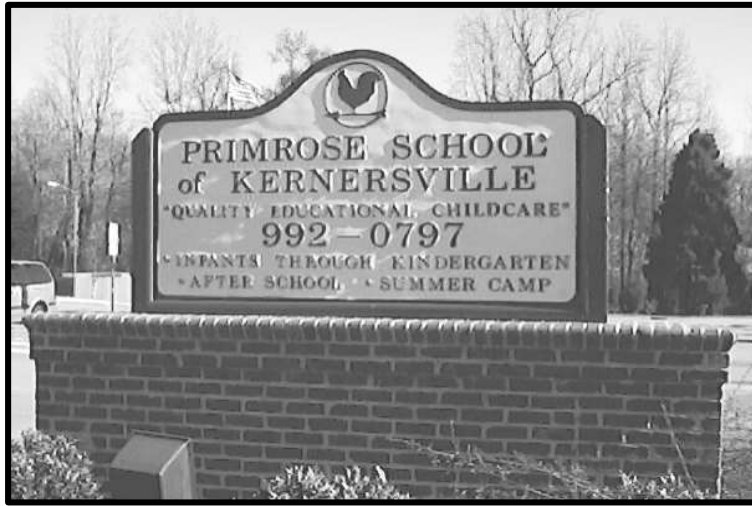
The following information must be included in a plat submittal. Plats must include all information included in the appropriate checklist for an exempt, minor or major plat at the preliminary or final plat stage. All plans shall be submitted in paper, pdf, and dwg formats. A checklist of detailed submittal requirements is at Appendix B.

IV. Design Guidelines

The architectural features of this section are applicable to zoning districts where building materials and/or design is part of the regulation.

A. Building Design Guidelines

1. Design Guidelines applicable to all overlay districts when required



Example of a monument sign and double post sign



Example of a knockout backlit sign

Example of fuel pumps located to the rear



2. Design Examples for MBP Medical Business Park District – façade compositions



Middle Expression



Base, Middle and Top



Architectural
Precast



Architectural
Cast Stone



Circulation



Parking Lot Islands



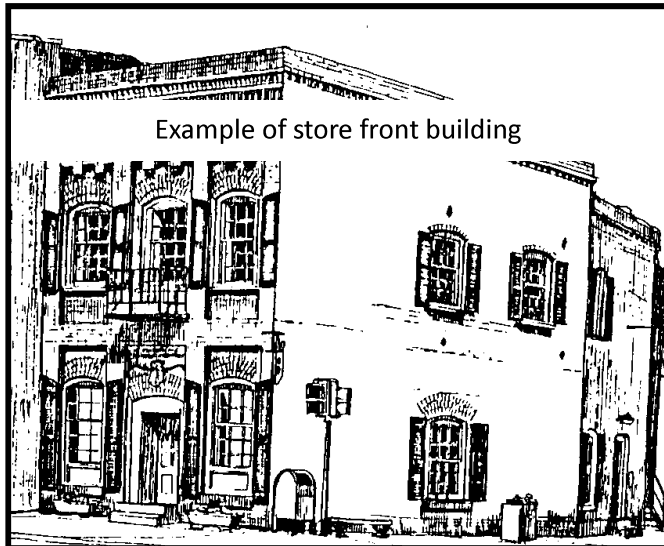
3. Design Guidelines for the Central Kernersville Overlay District (CKOD).



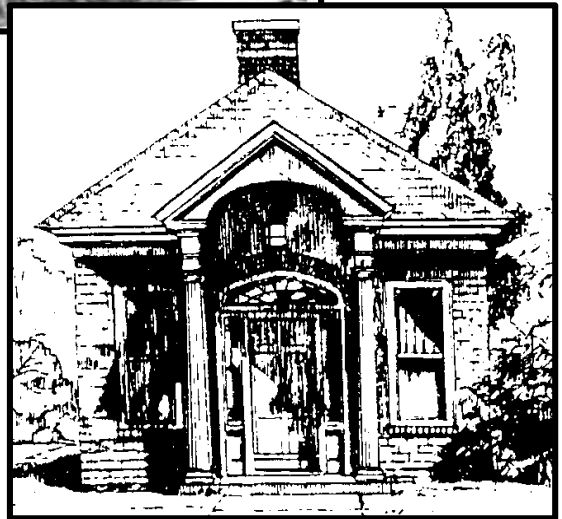
Example of CKOD location



Example of wall architectural accent elements

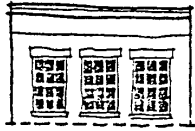


Example of store front building



TYPICAL UPPER FACADES

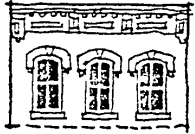
TYPICAL STOREFRONTS



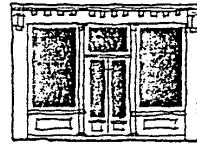
- Early to Mid 1800s*
- SIMPLE CORNICE
 - LINTELS OVER WINDOWS
 - SMALL WINDOW PANES



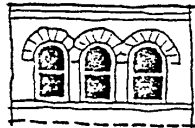
- Early to Mid 1800s*
- POST AND BEAM FRAME
 - DIVIDED DISPLAY WINDOWS
 - SIMPLE DECORATION



- Mid to Late 1800s*
- BOLDLY DECORATED CORNICE
 - WINDOW HOODS
 - 2 OVER 2 WINDOWS



- Mid to Late 1800s*
- BOLDLY DECORATED CORNICE
 - CAST IRON COLUMNS
 - LARGE DISPLAY WINDOWS



- Late 1800s to Early 1900s*
- CORBELLED BRICK CORNICE
 - LARGE, ARCHED WINDOWS



- Late 1800s to Early 1900s*
- SIMPLE CORNICE
 - TRANSOM WINDOWS
 - RECESSED ENTRANCE

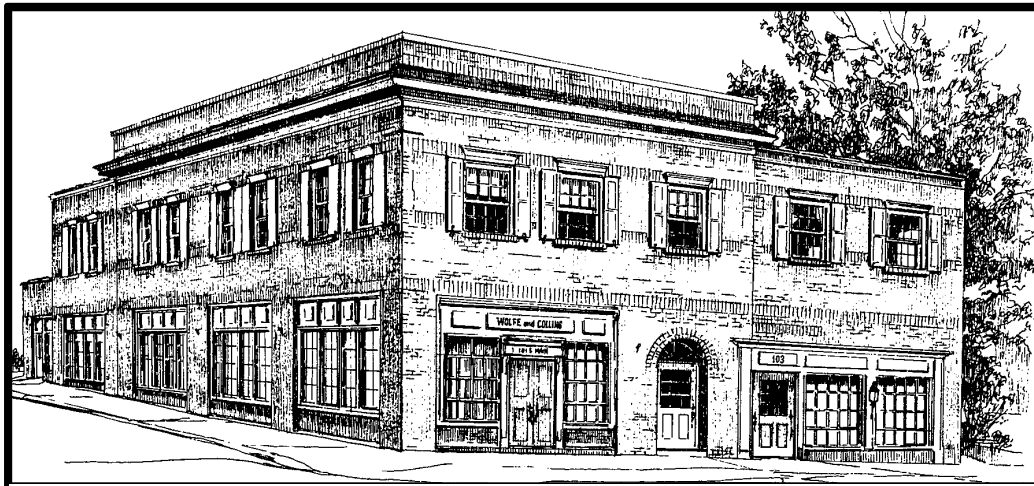


- Early 1900s to 1930s*
- SIMPLE BRICK CORNICE
 - LARGE WINDOW OPENINGS WITH MULTIPLE UNITS



- Early 1900s to 1930s*
- METAL WINDOW FRAMES
 - STRUCTURAL GLASS
 - RECESSED ENTRANCE

Elements of building design



Example of office building

Example of 3' brick wall separating street from parking area



4. Design Guidelines for the Highway Corridor Overlay District (HCOD).



Example of a stucco façade building

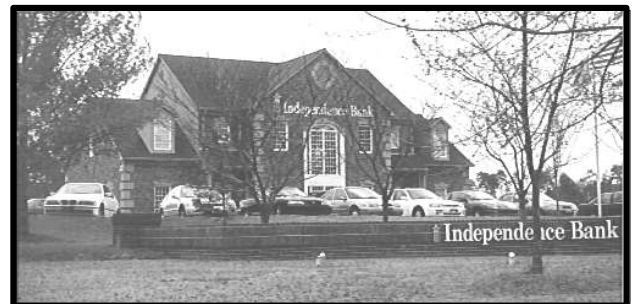


Example of a vinyl façade building



Example of a building meeting the HCOD Building Design and Material Standards

5. Design Guidelines for the Neighborhood Scale Commercial Overlay District (NSCOD).



6. Design Guidelines for the Industrial Corridor Overlay District



Example of an industrial building meeting the ICOD Building Design and Material Standards



Example of 10' brick facade

B. Landscaping Recommended Plant Species

- 1. Large Variety Trees** (mature height: thirty-five (35) feet or greater):
 - Willow Oak *Quercus phellos*
 - Sugar Maple *Acer saccharum*
 - Red Maple *Acer Rubrum*
 - Scarlet Oak *Quercus coccinea*
 - Southern Magnolia *Magnolia grandiflora*
 - London Plane-tree *Platanus acerifolia*
 - River Birch *Betula nigra*
 - Japanese Zelkova *Zelkova serrata*
 - Tulip Poplar *Liriodendron tulipifera*
 - Pin Oak *Quercus palustris*
 - Black Gum *Nyssa sylvatica*
 - Littleleaf Linden *Tilia cordata*
 - White Oak *Quercus alba*
 - Japanese Scholartree *Sophora japonicum*
 - Gingko *Gingko biloba*
 - English Oak *Quercus robur*
 - Japanese Katsuratree *Cercidiphyllum japonicum*
 - Schumard Oak *Quercus schumardi*
 - Chinese Elm *Ulmus parviflora*
- 2. Medium Variety Trees** (mature height: twenty-five (25) to thirty-five (35) feet):
 - Bradford Pear *Ps calleryana "Bradford"*
 - Mountain Silverbell *Halesia monticola*
 - Sourwood *Oxydendrum arboreum*
 - Thornless Honeylocust *Gleditsia triacanthos "Inermis"*
 - Eastern Redbud *Cercis canadensis*
 - Mountain Ash *Sorbus americana*
 - Yoshino Cherry *Prunus yedoensis*
 - Golden-Rain-Tree *Koelreuteria paniculata*
 - Saucer Magnolia *Magnolia soulangeana*
 - Weeping Cherry *Prunus subhirtilla pendula*
 - Kwansan Cherry *Prunus serrucata "Kwansan"*
 - Yellowwood *Cladastris lutea*
 - Ironwood *Carpinus carolineana*
 - Pistachio *Pistachia chinensis*
 - Redmond Linden *Tilia americana "Redmond"*
 - American Holly *Ilex opaca*
- 3. Small Variety Trees** (mature height: less than twenty-five (25) feet):
 - Japanese Maple *Acer palmatum*
 - Japanese Dogwood *Cornus kousa*
 - Flowering Dogwood *Cornus florida*
 - Smoketree *Cotinus coggyria*
 - Crape Myrtle *Lagerstroemia indica*
 - Crabapple (var.) *Malus hybrida (var.)*

Amur Maple
Russian Olive
Wax Myrtle
Star Magnolia

Acer ginnala
Eleaagnus angustifolia
Myrica Cerifer
Magnolia stellate

4. Streetyard and Interior Shrubs (mature height: approximately thirty-six (36) inches):

a. Evergreen.

Warty Barberry
Dwarf Burford Holly
Japanese Holly (var.)
Azalea (var.)
Mugo Pine
Juniper (var.)
Euonymous (var.)
Leatherleaf Viburnum

Berberis verruculosa
Ilex cornuta "Burfordii" nana
Ilex crenata (var.)
Azalea sp.
Pinus mugo
Juniperus sp.
Euonymous sp.
Viburnum rhytidophyllum

b. Deciduous.

Forsythia
Dwarf Burning Bush
Thunberg Spirea
Viburnum (var.)
Oakleaf Hydrangea
Japanese Flowering Quince
Potentilla

Forsythia sp.
Euonymous alatus "Compacta"
Spirea thunbergi
Viburnum sp.
Hydrangea quercifolia
Chaenomeles japonic
Potentilla fruticose

c. Ornamental Grass Varieties

Oregonholly Grape
Nandina
Dwarf Nandina

Mahonia bealei
Nandina domestica
Nandina domestica nana

5. Outdoor Storage area Screening Plants (installation height: six (6) feet):

American Holly
Burforda Holly
Nellie Stevens Holly
Red Tip Photinia
Wax Myrtle
Hetz Juniper
Arborvitae
Eastern Red Cedar
Japanese Black Pine

Ilex opaca
Ilex cornuta "Burfordii"
Ilex cornata "Nellie Stevens"
Photinia glabra
Myrica cerifera
Juniperus hetzi
Thuja occidentalis
Juniperus virginiana
Pinus thunbergiana

6. Groundcovers (planting areas, berms, wall planters):

Lily-Turf *Liriope muscarii*
Creeping Lilyturf
Hybrid Daylily
Periwinkle

Liriope spicata
Hemerocallis hybrida
Vinca minor

English Ivy
Purpleleaf Winter- creeper
Aaronsbeard
Rockspray Cotoneaster

Hedera helix
Evonymous fortunei coloratus
Hypericum calycinum
Cotoneaster horizontali

V. Submittal Calendars

Submittal Calendars for applications that require Board review and/or approval are updated annually by the Community Development Director.

PLANNING BOARD 2024 CASE SUBMITTAL CALENDAR													
** NEW FOR 2024: ALL SUBMITTALS ARE DUE BY 12:00 PM. <u>NO EXCEPTIONS.</u> **													
	DEC 2023	JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024	JUNE 2024	JULY 2024	AUG 2024	SEPT 2024	OCT 2024	NOV 2024	DEC 2024
SITE PLAN PRE-REVIEW	Oct. 30, 2023	Dec. 4, 2023	*Jan. 1, 2024	Jan. 29, 2024	March 4, 2024	April 1, 2024	April 29, 2024	June 3, 2024	July 1, 2024	Aug. 5, 2024	*Sept. 2, 2024	Sept. 30, 2024	Nov. 4, 2024
PLANNING BOARD - PETITION DEADLINE	Nov. 27, 2023	*Jan. 1, 2024	Jan. 29, 2024	Feb. 26, 2024	April 1, 2024	April 29, 2024	*May 27, 2024	July 1, 2024	July 29, 2024	*Sept. 2, 2024	Sept. 30, 2024	Oct. 28, 2024	Dec. 2, 2024
DRG MEETING (SITE PLAN REVIEW)	Dec. 13, 2023	Jan. 17, 2024	Feb. 14, 2024	March 13, 2024	April 17, 2024	May 15, 2024	June 12, 2024	July 17, 2024	Aug. 14, 2024	Sept. 18, 2024	Oct. 16, 2024	Nov. 13, 2024	Dec. 18, 2024
SIGN POSTING - PLANNING BOARD	Dec. 22, 2023	Jan. 26, 2024	Feb. 23, 2024	March 22, 2024	April 26, 2024	May 24, 2024	June 21, 2024	July 26, 2024	Aug. 23, 2024	Sept. 27, 2024	Oct. 25, 2024	Nov. 22, 2024	Dec. 27, 2024
PLANNING BOARD - LEGAL AD PUBLISHED	Dec. 26, 2023 (Dec. 21)	Jan. 30, 2024 (Jan. 25)	Feb. 27, 2024 (Feb. 22)	March 26, 2024 (March 21)	April 30, 2024 (April 25)	May 28, 2024 (May 24)	June 25, 2024 (June 20)	July 30, 2024 (July 25)	Aug. 27, 2024 (Aug. 22)	Oct. 1, 2024 (Sept. 26)	Oct. 29, 2024 (Oct. 24)	Nov. 26, 2024 (Nov. 21)	Dec. 31, 2024 (*Dec. 26)
PLANNING BOARD MEETING	Jan. 8, 2024	Feb. 12, 2024	March 11, 2024	April 8, 2024	May 13, 2024	June 10, 2024	July 8, 2024	Aug. 12, 2024	Annual Meeting Sept. 9, 2024	Oct. 14, 2024	*Nov. 11, 2024	Dec. 9, 2024	Jan. 13, 2025
BOARD OF ALDERMEN MEETING	Feb. 6, 2024	March 6, 2024	April 2, 2024	May 7, 2024	June 4, 2024	July 3, 2024	Aug. 7, 2024	Sept. 3, 2024	Oct. 1, 2024	Nov. 12, 2024	Dec. 3, 2024	Jan. 7, 2025	Feb. 4, 2025
* Holiday - Data May Change													
ANNEXATION 2024 SUBMITTAL CALENDAR													
ANNEXATION PETITION DEADLINE	Oct. 30, 2023	Dec. 4, 2023	*Jan. 1, 2024	Jan. 29, 2024	March 4, 2024	April 1, 2024	April 29, 2024	June 3, 2024	July 1, 2024	Aug. 5, 2024	*Sept. 2, 2024	Sept. 30, 2024	Nov. 4, 2024
BOARD OF ALDERMEN MEETING FOR CONSIDERATION	Jan. 3, 2024	Feb. 6, 2024	March 6, 2024	April 2, 2024	May 7, 2024	June 4, 2024	July 9, 2024	Aug. 7, 2024	Sept. 3, 2024	Oct. 1, 2024	Nov. 12, 2024	Dec. 3, 2024	Jan. 7, 2025
BOARD OF ALDERMEN MEETING FOR RESOLUTION	Feb. 6, 2024	March 6, 2024	April 2, 2024	May 7, 2024	June 4, 2024	July 9, 2024	Aug. 7, 2024	Sept. 3, 2024	Oct. 1, 2024	Nov. 12, 2024	Dec. 3, 2024	Jan. 7, 2025	Feb. 4, 2025

2024 BOARD OF ADJUSTMENT SUBMITTAL CALENDAR

	DEC 2023	JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024	JUNE 2024	JULY 2024	AUG 2024	SEPT 2024	OCT 2024	NOV 2024	DEC 2024
BOARD OF ADJUSTMENT PETITION DEADLINE	Dec. 1, 2023	Dec. 29, 2023	Feb. 2, 2024	March 1, 2024	March 29, 2024	May 3, 2024	May 31, 2024	June 28, 2024	Aug. 2, 2024	Aug. 30, 2024	Oct. 4, 2024	Nov. 1, 2024	Nov. 29, 2024
SIGN POSTING - BOARD OF ADJUSTMENT	Dec. 8, 2023	Jan. 5, 2024	Feb. 9, 2024	March 8, 2024	April 5, 2024	May 10, 2024	June 7, 2024	July 5, 2024	Aug. 9, 2024	Sept. 6, 2024	Oct. 11, 2024	Nov. 8, 2024	Dec. 6, 2024
ADJACENT PROPERTY OWNER MAILING	Dec. 15, 2023	Jan. 12, 2024	Feb. 16, 2024	March 15, 2024	April 12, 2024	May 17, 2024	June 14, 2024	July 12, 2024	Aug. 16, 2024	Sept. 13, 2024	Oct. 16, 2024	Nov. 15, 2024	Dec. 13, 2024
BOARD OF ADJUSTMENT MEETING	Dec. 25, 2023	Jan. 22, 2024	Feb. 26, 2024	March 25, 2024	April 22, 2024	May 27, 2024	(Annual Meeting) June 24, 2024	July 22, 2024	Aug. 26, 2024	Sept. 23, 2024	Oct. 28, 2024	Nov. 25, 2024	Dec. 23, 2024
2024 Observed Town Holidays													
New Year's Day	Monday, January 1, 2024												
Martin Luther King Day	Monday, January 15, 2024												
Good Friday (Easter)	Friday, March 29, 2024												
Memorial Day	Monday, May 27, 2024												
Independence Day	Thursday, July 4, 2024												
Labor Day	Monday, September 2, 2024												
Veterans Day	Monday, November 11, 2024												
Thanksgiving	Thursday & Friday, November 28 & 29, 2024												
Christmas	Tuesday, Wednesday & Thursday, December 24, 25 & 26, 2024												
Petition Deadline	24 Calendar Days prior to meeting												
Sign Posting Deadline	15 Calendar Days prior to meeting												
Adj. Property Mailing	10 Calendar Days prior to meeting												
Meeting	4th Monday in each month												

