

City of Cleveland

CLEVELAND TENNESSEE
Development & Engineering Services



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AGENDA ITEM

MEMORANDUM

TO: All

FROM: Robert Varnell, Planning and Community Development Director

DATE: February 15, 2022

RE: Submittal Deadline

SUMMARY: The City of Cleveland Board of Zoning Appeals meets regularly every second Tuesday of the month. Having a structured process to submit applications for the BZA allows staff ample time to review and provide proper attention to all submittals. Given that staff must follow Public Notification deadlines the City is implementing a deadline of 3 weeks, or 21 days before the meeting as the deadline.

Therefore, moving forward the deadline for the Board of Zoning Appeals will be the 3rd Tuesday of every month at 5:00pm.

The City of Cleveland Municipal Planning Commission meets regularly every third Tuesday of each month. Having a structured process to submit application for the Planning Commission allows staff ample time to review and provide proper attention to all submittals. Given that staff must follow Public Notification deadline the City will be enforcing a deadline of 3 weeks, or 21 days before the meeting as the deadline.

Therefore, moving forward the deadline for the Planning Commission will be the 4th Tuesday of every month at 5:00pm.