



DEPARTMENT OF  
**PLANNING &  
ZONING**

**Board of Zoning Appeals (BZA)  
2026 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. Hearings are held at 4850 Mark Center Drive, Room 1305

<b>Recommended Submission Date for Completeness Review</b>	<b>Deadline for Submission of a Complete Application</b>	<b>Hearing Date</b>	<b>Time</b>	<b>Public Notice Period</b> Time period in which the legal notice must be posted and sent.
November 14	November 26	Monday, January 12	7:00 p.m.	December 13 – January 2
December 12	December 26	Monday, February 9	7:00 p.m.	January 10 – January 30
January 9	January 23	Monday, March 16*	7:00 p.m.	February 7 – February 27
February 13	February 27	Monday, April 13	7:00 p.m.	March 14 – April 3
March 13	March 27	Monday, May 11	7:00 p.m.	April 11 – May 1
April 10	April 24	Monday, June 8	7:00 p.m.	May 9 – May 29
May 15	May 29	Monday, July 13	7:00 p.m.	June 13 – July 3
The Board of Zoning Appeals is in recess for the month of August.				
July 17	July 31	Monday, September 14	7:00 p.m.	August 15 – September 4
August 21	September 4	Monday, October 19*	7:00 p.m.	September 19 – October 9
September 11	September 25	Monday, November 9	7:00 p.m.	October 10 – October 30
October 16	October 30	Monday, December 14	7:00 p.m.	November 14 – December 4

Last Updated: 10/27/2025

- Applications and supporting documents must be submitted via the City's land use management and permitting 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.
- Within one business day of receiving an application in APEX, 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 formal acceptance 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 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 does not follow the schedule above. Appeals will be reviewed by staff for completeness and validity before it is scheduled for public hearing

\*The March hearing is moved to March 16 due to a conflict with City Council's schedule. The October hearing is moved to October 19 due to the City's observance of Indigenous Peoples Day on October 12.