

F-1/1-LATE BACKUP

From: Andrea Rado Hamilton
To: [Ramirez, Elaine](#)
Subject: Re: Mon. Oct. 11th, 2021 BOA Advanced Packet deadline
Date: Monday, September 27, 2021 2:03:30 PM
Attachments: [image003.png](#)
[image004.png](#)

*** External Email - Exercise Caution ***

Eliane, we will need to push to the November meeting because we need to add one more variance to the list. Can you send me the deadline to get that paperwork in, and can you move us to the Noecmber agenda?

On Fri, Sep 24, 2021 at 8:11 AM Ramirez, Elaine <Elaine.Ramirez@austintexas.gov> wrote:

Good morning Applicants on the Mon. October 11th, 2021 BOA mtg. Agenda,

If you have already submitted your Advanced Packet, updated information to your Advanced Packet **or** was part of the Advanced Packet from last month's or the previous month's meeting, please disregard. **If** you want to add any additional information to what you have already submitted, the deadline is below.

The deadline applies to NEW cases and existing Postponed cases, only submit new or additional information, not what you have already submitted (application + survey).

Please read this entire e-mail



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The deadline to submit information for the Advanced Packet (must be submitted in PDF format) is **today, Friday, September 24th, before 3p.m.**

Advanced Packet: You have until **Friday, September 24th, before 3p.m.** to submit any maps, surveys, drawings, photos and any additional documentation, (including the Special Exception Inspection Report if you applied for a Special Exception, if REPORT not included this case will have to be Postponed) you want included as part of your Advanced Packet for your BOA variance case [**do not** include already submitted application + survey], **this is not your Presentation. The Advanced Packet will need to be submitted to me via e-mail in PDF format.**

October 11th BOA Deadlines

Please make sure that when submitting the Advanced Packet and the Presentation that each is labeled as such

The deadline to submit information for the Advanced Packet (must be submitted in PDF format) is **Friday, September 24th, before 3p.m.**

The deadline to submit the Presentation (must be submitted in PDF format or PowerPoint) is **Monday, October 4th, before 3p.m.**

The deadline for Opposition and Support letters is **Mon. October 11th, before 9:00a.m.**

Advanced Packet: You have until **Friday, September 24th, before 3p.m.** to submit any maps, surveys, drawings, photos and any additional documentation, (including the Special Exception Inspection Report if you applied for a Special Exception, if REPORT not included this case will have to be Postponed) you want included as part of your Advanced Packet for your BOA variance case [**do not** include already submitted application + survey], **this is not your Presentation. The Advanced Packet will need to be**

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submitted to me via e-mail in PDF format.

Presentation: If you would like the Board to follow along with you as you are giving your presentation (You will have 5 minutes to hone in on the main aspects of the case as you are presenting the case to the Board), you will need to have your Presentation completed and sent to me in PDF format or PowerPoint to give to our City Technician as well as our BOA Board will have access to view this the week prior to the meeting **(DO NOT send in a drop box as our systems do not support drop box)**. The Deadline for this is **Monday, Oct. 4th, before 3p.m. No late Presentations or updated Presentations will be accepted** after 3p.m. on Mon. Oct. 4th.

The Presentation will need to be labeled with the following information: **case #, address of project and name of Applicant** speaking at the meeting.

Please note: Any late support that will be accepted after this deadline date of September 24th, 2021 will **only** be for Opposition and Support letters for this case. Support and Opposition Letters can be received up to Monday, Oct. 11th, **before 9a.m.** in order for the Board to have access to them during the meeting. Anything after the deadline will not be viewed by the Board but will be added to the BCIC website.

Respectfully,

Elaine Ramirez

Planner Senior / Board of Adjustment Liaison

City of Austin Development Services Department

6310 Wilhelmina Delco Dr, Austin, Texas 78752

Office: 512-974-2202



PER CITY ORDINANCE: All individuals scheduling or accepting a meeting invitation with a City Official are requested to provide responses to the questions at the following link: [DSD Visitor Log](#).

Please note that all information provided is subject to public disclosure via DSD's open data portal. For more information please visit: [City of Austin Ordinance 2016-0922-005](#) | [City Clerk's website](#) | [City Clerk's FAQ's](#)

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