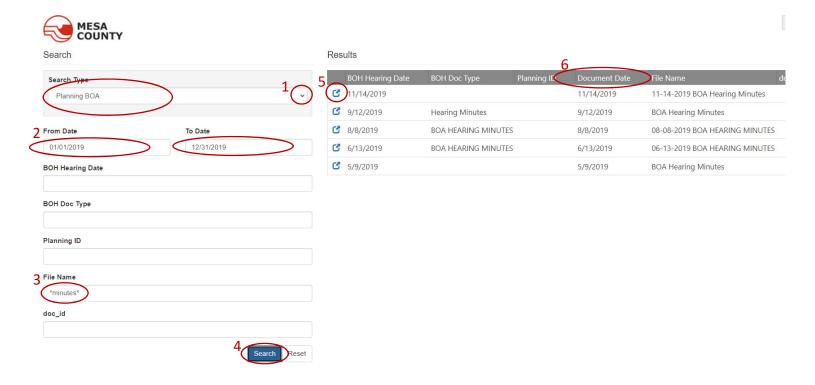
Tips for a Successful Search

Available Board of Adjustment items include:

- BOA Hearing Agendas
- BOA Hearing Binder
- BOA Hearing Minutes



- 1. Utilize the drop-down menu to select "Planning BOA"
- 2. It is easiest to search for a year rather than an exact date. For instance, enter 01/01/2019 to 12/31/2019 in the From Date and To Date fields.
- 3. If you don't know the date, you may also search by record type. As file naming convention has changed over the years, we suggest searching for a general term in the Plan Comm Doc Type field. For example: if you would like to see BOA minutes from November 11, 2019, enter *minutes* in the field. An asterisks (*) is used as a "wild card" and helps pull all records with "minutes" in the title.
- 4. Click the Search button. The results will populate to the right of the search fields.
- 5. Click the do to view the report.
- 6. You may click on the header of each result column to sort by ascending or descending.