


Tips for a Successful Search

Available Board of Adjustment items include:

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

The screenshot displays the MESA COUNTY search interface. On the left, the 'Search' section contains several input fields: 'Search Type' (with a dropdown menu set to 'Planning BOA'), 'From Date' (01/01/2019), 'To Date' (12/31/2019), 'BOH Hearing Date', 'BOH Doc Type', 'Planning ID', 'File Name' (*minutes*), and 'doc_id'. A 'Search' button and a 'Reset' button are at the bottom. On the right, the 'Results' section shows a table with columns: 'BOH Hearing Date', 'BOH Doc Type', 'Planning ID', 'Document Date', and 'File Name'. The first row is highlighted, and a blue icon is visible next to the first date.

BOH Hearing Date	BOH Doc Type	Planning ID	Document Date	File Name
11/14/2019			11/14/2019	11-14-2019 BOA Hearing Minutes
9/12/2019	Hearing Minutes		9/12/2019	BOA Hearing Minutes
8/8/2019	BOA HEARING MINUTES		8/8/2019	08-08-2019 BOA HEARING MINUTES
6/13/2019	BOA HEARING MINUTES		6/13/2019	06-13-2019 BOA HEARING MINUTES
5/9/2019			5/9/2019	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  to view the report.
6. You may click on the header of each result column to sort by ascending or descending.