



City of Havelock

Planning and Inspections Department
PO Box 368 1 Governmental Ave.
Havelock, NC 28532
(252) 444-6433 Email: permits@havelocknc.us

OFFICIAL USE ONLY

Received By: _____
Date: _____
Application #: _____
Fee Paid: _____
BOA Approval: _____

Variance Request Application

This application must be completely filled out.

Applicant J : ☐ **Property Owner** ☐ **Architect** ☐ **Engineer**

Property Owner Information

Full Name:

Last

First

Phone Number/Email

Address:

Street Address

City

State

Zip Code

Email:

Architect Information

Company:

Full Name:

Last

First

Phone Number/Email

Address:

Street Address

City

State

Zip Code

Email:

Engineer Information

Company:

Full Name:

Last

First

Phone Number/Email

Address:

Street Address

City

State

Zip Code

Email:

Project Information

Address of Proposal:

Zoning District: _____

Description of subject site including lot, block and subdivision and metes and bounds: _____

List Existing Structures and setbacks: _____

List Proposed Structures and setbacks: _____

X	Applicant	Staff	X
☒	Complete application submitted including site plan (survey) and narrative of request		
☐	Paid fee per current fee schedule		
☐	Names/mailling addresses of abutting property owners including across street		
☐	One (1) set of mailing labels for all adjoining property owners		

DISCLOSURE: By signing below, I acknowledge that I have included **ALL** applicable information required on the plan in order to be considered "Complete and ready for review." If it is discovered that required information is not included on the plans or I have not provided some required information, I understand that the above referenced project may be deemed "Not ready for review" and may require additional staff time or may be rejected. Additionally, I understand that the City of Havelock reserves the right to request any additional information as necessary. I certify that the above information furnished by me is true and correct and that the applicable requirements of the City will be met.

Owner/Agent Signature: _____ **Date:** _____

****NOTE: Only ORIGINAL signatures will be accepted. NO photocopies or facsimiles****

****FOR OFFICE USE ONLY****

Utilities: ☐ Water/Sewer: ☐ Public ☐ Private - Health Dept Permit # _____
Zoning District: _____ Requires Flood Zone Certificate: YES NO Zone: _____
Requirements: F: _____ S: _____ R: _____ Feet from Side/Rear Property Lines _____ / _____
APZ: Yes No Zone: _____ Noise Contour: _____ Sound Attenuation* Req'd: Yes No NLR: _____
Planning/Zoning Official: _____ Date: _____



Havelock Planning & Inspections Variance Request Adjoining Property Owners List

List should include abutting property owners and property owners across the street

Owner: _____ Address: _____

Owner: _____ Address: _____

Owner: _____ Address: _____

Owner: _____ Address: _____

Owner: _____ Address: _____

Owner: _____ Address: _____

Owner: _____ Address: _____

Owner: _____ Address: _____

Owner: _____ Address: _____

GRANTING A VARIANCE BY THE BOARD OF ADJUSTMENT

A variance may be granted by the Board of Adjustment if it concludes that strict enforcement of the UDO would result in practical difficulties or unnecessary hardships for the applicant and that, by granting the variance, the spirit of the UDO will be observed, public safety and welfare secured, and substantial justice done.

1. The Board may not grant a variance unless and until all of the following findings are made:

FINDINGS

<i>1) Unnecessary hardship would result from the strict application of the ordinance.</i>	YES	NO
<i>2) The hardship results from conditions that are peculiar to the property, such as location, size, or topography or is necessary and appropriate to make a reasonable accommodation under the Federal Fair Housing Act for a person with a disability.</i>	YES	NO
<i>3) The hardship did not result from actions taken by the applicant or the property owner.</i>	YES	NO
<i>4) The requested variance is consistent with the spirit, purpose, and intent of the ordinance, such that public safety is secured, and substantial justice is achieved.</i>	YES	NO

2. Reasonable Conditions:

In granting variances, the Board of Adjustment may impose such reasonable conditions as will ensure that the use of the property to which the variance applies will be as compatible as practicable with the surrounding properties. Appropriate conditions, which must be reasonably related to the condition or circumstance that gives rise to the need for a variance, may be imposed on any approval issued by the Board of Adjustment. (UDO Section 159.03(A)(3).