



## **INSTRUCTIONS SUBDIVISION VARIANCE APPLICATION**

### **DEVELOPMENT SERVICES PLANNING & ZONING**

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The petitioner for a variance must complete the application in full. The application will not be processed unless all information requested is provided.

- Subdivision Variance Application

There is a \$150.00 filing fee for each variance application.

An accurate plot plan of the property in question must accompany the application. The plot must be drawn by a Professional Land Surveyor, Licensed Engineer or Licensed Architect. The drawing shall include:

1. dimensions of the entire lot;
2. Location and dimension of all existing structures (principal and accessory) including number of stories and gross floor area;
3. Location and dimension of all existing driveway(s) and pedestrian improvements on site and on adjoining properties within ten (10) feet of the subject lot;
4. Location and dimension of all existing parking areas including the total number of spaces. Where the subject use is to share a common parking area with other existing or future uses, indicate the allocation of spaces devoted or reserved to each separate use;
5. Location and dimension of required buffer yards;
6. Minimum building line (R/W) MBL.
7. Any other site graphic or written information in support of the request at the option of the applicant;
8. Eighteen (18) paper copies of the plan; 8.5" x 11" minimum to 30" x 42" maximum; scale of 1" = 20' or larger;
9. Location map drawn to scale of not less than 1" = 1000'.

**NOTE:** The Planning Board and City Council reserve the right to require additional information where such submission is necessary to insure compliance with applicable criteria in the individual case.

**The applicant shall submit the following with the application and the plot plan:**

1. Tax Map
  2. Tax Card
- ❖ Tax Map and Tax Card can be printed by clicking on the following link: [Beaufort County GIS/Land Records](#), located at [220 N. Market Street, Suite 114](#), Washington, NC 27889. For any questions concerning this site please contact Anthony Garriss.
3. The application must be signed by those who are authorized to appeal to the Planning Board and City Council for a subdivision variance.
  4. In order to be considered by the Planning Board and City Council, applications must be submitted to Development Services no later than the fifteenth (15th) day of the month prior to the month in which the request will be heard by the Planning Board and City Council. For more information and assistance, call the City of Washington's Development Services at (252) 975-9384.
  5. These are minimal submission requirements.

6. The Planning Board and City Council may require additional information.
7. You are encouraged to submit copies of available property surveys, recorded easements, etc.

### **Application for a Subdivision Variance**

1. Page 1 (Applicant Information & Relevant Factors)
2. Page 2 (Applicant Responses to Relevant Factors)
3. Page 3 (Owner Authorization for Non-Owner Application)
  - *Applicant should print out and complete all four (3) pages.*



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Return no later than the fifteenth (15<sup>th</sup>) day of the month before the month in which the request will be heard by the Planning Board and City Council.

## OFFICE USE ONLY

Fee: \$300.00

Date Paid:

Ref No.:

## APPLICANT INFORMATION & STATEMENT, RELEVANT FACTORS

### APPLICANT INFORMATION

|                 |      |                      |          |
|-----------------|------|----------------------|----------|
| Applicant Name: |      | Date of Application: |          |
| Phone No.:      |      | Alt Phone:           |          |
| Address:        |      |                      |          |
| Address         | City | State                | Zip Code |

### LOCATION OF PROPERTY OF WHICH VARIANCE IS REQUESTED:

|                      |  |         |  |       |          |
|----------------------|--|---------|--|-------|----------|
| Address              |  | City    |  | State | Zip Code |
| Parcel Tax Card No.: |  | Zoning: |  |       |          |

### VARIANCE REQUESTED FROM SECTIONS::

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|  |
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Authority to grant the requested variance is contained in the [Subdivision Ordinance](#), Section:

### REASON FOR VARIANCE:

Please describe the reason for the requested variance. A plot plan may be required to illustrate such request. Please consult with staff to determine if a plot plan is necessary.

### TO BE COMPLETED BY APPLICANT

### FACTORES RELEVANT TO THE ISSUANCE OF A SUBDIVISION VARIANCE:

The City Council may vary the requirements of the City Subdivision Ordinance where, because of the size of the tract to be subdivided, its topography, the condition or nature of the adjoining areas, or the existence of other unusual physical conditions, strict compliance with the provisions of the ordinance could cause an unusual and unnecessary hardship on the subdivided. In granting variances, the City Council may require such conditions as will SECURE, INsofar AS PRACTICABLE, THE OVJECTIVES OF THE REQUIREMENT(S) VARIED. Any variance thus recommended is required to be entered in writing in the minutes of the Board and the findings upon which departure was justified set forth.





# SUBDIVISION VARIANCE APPLICATION

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## OWNER AUTHORIZATION FOR NON-OWNER APPLICATION

### NOTE:

IF THE PERSON WHO IS REQUESTING THE BOARD OF ADJUSTMENT TO TAKE ACTION ON A PARTICULAR PIECE OF PROPERTY IS NOT THE OWNER OF THE PROPERTY OR DOES NOT HAVE A BINDING OPTION TO PURCHASE THE PROPERTY, THEN THE ACTUAL OWNER OF THE LAND MUST COMPLETE THIS FORM.

IF THE PERSON WHO IS REQUESTING THE BOARD OF ADJUSTMENT TO TAKE ACTION ON A PARTICULAR PIECE OF PROPERTY IS THE OWNER OF THE PROPERTY OR HAS A BINDING OPTION TO PURCHASE THE PROPERTY, PLEASE DISREGARD THIS FORM.

Dear Sir or Madam,

I am the owner of the property located at:

Address

City

State

Zip Code

I hereby authorize: \_\_\_\_\_ to appear with my consent before the City of Washington  
(Authorized Agent)

Planning and City Council in order to ask for a variance from: (Describe Variance Below)

at this location. I understand that the variance, if granted, is permanent and runs with the land. I authorize you to advertise and present this matter in my name as the owner of the property. If there are any questions, you may contact me at my:  
address \_\_\_\_\_

Contact Address

City

State

Zip Code

or by telephone at: \_\_\_\_\_ Alt Phone: \_\_\_\_\_

Respectfully yours, \_\_\_\_\_  
Owner Signature

Sworn to and ascribed before me, this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Notary Public

My commission expires: \_\_\_\_\_