

VARIANCE REQUEST APPLICATION
(BOARD OF ADJUSTMENT REVIEW)

Zoning District:	Parcel Identification Number:
------------------	-------------------------------

Type of Request:	☐ Variance	☐ Appeal	Reasonable Accommodation?	Yes	No
------------------	-----------------------------------	---------------------------------	---------------------------	-----	----

Property Address: _____

Applicant Name*: _____

Email:	Phone:
--------	--------

Total Acreage: _____	Frontage: _____	Depth: _____
----------------------	-----------------	--------------

UDO provision, regulation or policy: _____

If requesting Reasonable Accommodation fill out the following:

Explanation of why reasonable accommodation is necessary to make specific property available for the individual:
(The basis for the claim that the applicant is considered disabled or handicapped under federal law.)

DEVELOPER INFORMATION

Company Name	Contact Name
--------------	--------------

Address _____

Phone	Email
-------	-------

CONSULTANTING/ENGINEERING FIRM

Company Name	Contact Name
--------------	--------------

Address _____

Phone	Email
-------	-------

WRITTEN DESCRIPTION AND REASON FOR REQUEST
 Describe all proposed changes to the property, including materials to be used, and make a case for the variance.
 Use additional pages, if necessary.

Describe all proposed changes to the property, including materials to be used, and make a case for the variance.
Use additional pages, if necessary.

[illegible]

Before the Commission meeting, the owners of proper ties located in proximity to the request will be sent a letter as their notification of the hearing. Staff will visit the site and post a public hearing of notification sign.

Applicants are required to attend the meeting to present their application and answer questions or the Commission may continue the application until the next scheduled meeting. If you cannot appear in person at the commission meeting, you may appoint a duly authorized agent. All application fees must be paid at the time the application is submitted.

By submitting this application, you agree to the following statement:

I certify that I have read the instructions to this application and that the information I have included, and any accompanying documentation, is complete and accurate to the best of my knowledge. I further certify that I agree to comply with all conditions of the variance.

SIGNATURE REQUIRED

Applicant – Printed

Applicant Signature

Date _____

***If the applicant is not the owner, he/she must be authorized by the owner to commit to changes proposed by the Commission.**

Be sure to submit an Owner's Authorization Form.

Application Fee: - \$ 400 (Includes advertisement fee) Fee Type: ☐ Cash ☐ Check # ☐ Credit Card

Application Number: _____ Date processed: _____ Initials: _____

OWNER AUTHORIZATION

I hereby give CONSENT to _____ (type, stamp or print clearly full name of agent) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify I have full knowledge of the property I have an ownership interest in the subject of this application. I understand that any false, inaccurate, or incomplete information provided by me, or my agent, will result in the denial, revocation or administrative withdrawal of this application, request, approval or permit. I acknowledge that additional information may be required to process this application. I further consent to the City of Goldsboro to publish, copy or reproduce any copyrighted document submitted as a part of this application for any third party. I further agree to all terms and conditions which may be imposed as part of the approval of this application.

Signature of Owner _____ **Printed Name of Owner** _____

(State)

(County)

I, _____, a Notary Public in and for said County and State, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and notarial seal this the _____ day of _____ 20_____.

Notary Public: _____

(Printed Name)

(Signature)

(Seal)

Commission Expires: _____

MINIMUM REQUIRED DOCUMENTS

Applications should include at a minimum:

Site plan drawn to scale showing the property boundaries and the location of existing and proposed structures, parking , walkways, driveways, and landscaping;

Scaled drawings showing all exterior elevations and notes explaining the significant architectural detailing for the proposed projects;

Sample building materials and/or colors;

Photographs showing existing conditions, materials and situations; and

Any other information that demonstrates adherence to and deviation from the City Development Regulations.

SITE PLAN REQUIREMENTS

**All requirements may not be applicable due to existing site conditions or the nature of the proposal*

- Staff recommends that a Professional Land Surveyor or Professional Engineer prepare the plan, this is not required but the site plan must be drawn to scale of at least 1": 100'
- Property Owner information (name, phone, email, address) to be noted on site plan
- Location of property lines (boundary of property)
- Locations of proposed structures & setbacks from property line (including dimensions)
- Property acreage/sq feet
- Property Tax Parcel number
- Location of existing R/W and easements
- Zoning district (noted on plan)
- Adjacent property uses
- Hours of operation
- Number of employees
- Parking detail
- Buffer detail
- Landscaping detail
- Trash collection area
- Loading/unloading area
- Flood hazard areas
- Number of dwelling units (multi-family details as applicable)
- Floor plan detail for existing structures