



PLANNING AND DEVELOPMENT DEPARTMENT
CITY OF HIGH POINT

BOARD OF ADJUSTMENT
VARIANCE APPLICATION

DATE RECEIVED _____ BY _____ RECORD # _____ HEARING DATE _____

A Pre-Application meeting is required prior to filing this application.
Call 336-883-3328

A. ADDRESS OF SUBJECT PROPERTY _____

B. APPLICANT / OWNER / REPRESENTATIVE INFORMATION

1. Applicant:

Name and Address: _____
Street Address, City, State, Zip Code

Telephone number: (w) _____ (cell) _____ Email: _____

2. Property Owner: (if different from applicant):

Name and Address: _____
Street Address, City, State, Zip Code

Telephone number: (w) _____ (cell) _____ Email: _____

☐ If there are additional property owners, check here and attach their names, addresses and telephone numbers.

3. Representative: If an attorney, contractor, realtor or other person will represent the applicant and/or property owner, please complete the information below:

Company: _____

Name and Address: _____
Street Address, City, State, Zip Code

Telephone number: (w) _____ (cell) _____ Email: _____

C. PROPERTY INFORMATION

1. Parcel ID Number: _____ 2. Zoning District: _____

3. Existing Use of Property: _____

4. Proposed Use of Property (if different): _____

D. RELIEF REQUESTED

By this application, the Board of Adjustment is hereby requested to grant a variance from the literal provisions of the City of High Point Development Ordinance because, under the interpretation given to me by the Enforcement Officer, I am prohibited from using the parcel of land indicated on this application in the manner shown by the attached site plan.

I am asking for relief in the amount of _____ feet, _____ inches from the following provision of the Ordinance:
(indicate Section number and title from the Development Ordinance)

I need this variance in order to: *(briefly describe the project or reason why the variance is necessary)*

E. REQUIRED FINDINGS

The Board of Adjustment does not have unlimited discretion in deciding whether to grant a variance. The North Carolina General Assembly has enacted law that requires the Board to reach the following four conclusions, or findings, as a prerequisite to an approval of a variance:

1. **Unnecessary hardship would result from the strict application of the ordinance. It shall not be necessary to demonstrate that, in absence of the variance, no reasonable use can be made of the property.**
2. **The hardship results from conditions that are peculiar to the property, such as location, size or topography. Hardships resulting from personal circumstances, as well as hardships resulting from conditions that are common to the neighborhood or the general public, may not be the basis for granting a variance.**
3. **The hardship does not result from actions taken by the applicant or property owner. The act of purchasing property with knowledge that circumstances exist that may justify the granting of a variance shall not be regarded as self-created hardship.**
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.**

On a separate attachment to this application, **please address each of the above required conclusions**, explaining in writing how or why your requested variance meets these conclusions. Please address each of the four conclusions separately.

F. SIGNATURES

When the applicant is someone other than the current property owner(s), the signatures of both the current property owner(s) and the applicant must be provided unless a power-of-attorney authorization is in effect. If a power-of-attorney is in effect, a properly executed copy is required to be submitted with this application.

Please be advised that the issuance of a variance does not excuse the applicant and/or property owner from obtaining all building, trade or other permits as required by law prior to beginning work.

Any construction or operation authorized by the granting of a variance must commence within one (1) year of the date the Decision of the Board is signed, or the variance shall become null and void.

Property Owner(s) Signature *(Attached additional sheets if needed)*

(Owner Print Name)	(Owner Signature)	(Date)
(Applicant Print Name)	(Applicant Signature)	(Date)