



INSTRUCTIONS VARIANCE APPLICATION

DEVELOPMENT SERVICES PLANNING & ZONING

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

- Variance Application

There is a \$300.00 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 Board of Adjustment reserves 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 Garris at 252-946-6591.
3. The application must be signed by those who are authorized to appeal to the Board of Adjustment for a variance. In order to be considered by the Board of Adjustment, 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 Board of Adjustment. For more information and assistance, call the City of Washington Development Services at (252) 975-9384.
4. These are minimal submission requirements.

5. The Board of Adjustment may require additional information.
6. You are encouraged to submit copies of available property surveys, recorded easements, etc.

Application for a Variance

1. Page 1 (Applicant Information & Statement, Relevant Factors)
2. Page 2 (Applicant Responses to Relevant Factors, pt. 1)
3. Page 3 (Applicant Responses to Relevant Factors, pt. 2)
4. Page 4 ((Owner Authorization for Non-Owner Application)
 - Applicant should print out and complete all five (4) pages.



VARIANCE APPLICATION

DEVELOPMENT SERVICES PLANNING & ZONING

Applications are due to the City of Washington, Department of Planning and Development by 5:00 p.m. on the 15th of the month. Applicants will be heard as the following month's meeting.

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:			

TO THE BOARD OF ADJUSTMENT:

I, _____ hereby petition the Board of Adjustment for a variance from the literal provisions of the
(Name of Applicant)
City of Washington Zoning Ordinance. I request a variance from the following provision of the ordinance:

REASON FOR REQUEST:

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.

Factors Relevant To The Issuance Of A Variance:

The Board of Adjustment does not have unlimited discretion in deciding whether to grant a variance. Under the state enabling legislation, the Board is required to reach four (4) findings before it may issue a variance:

- 1) Unnecessary hardship would result from the strict application of the ordinance.
- 2) The hardship results from conditions that are peculiar to the property, such as location, size, or topography.
- 3) The hardship did not result from actions taken by the applicant or the property owner.
- 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.

APPLICANT RESPONSES TO RELEVANT FACTORS

In the spaces provided below, indicate the facts that you intend to show and the arguments that you intend to make to convince the Board so that it can properly reach these four (4) required conclusions.

- 1) **UNNECESSARY HARDSHIP WOULD RESULT FROM THE STRICT APPLICATION OF THE ORDINANCE.** It shall not be necessary to demonstrate that, in the absence of the variance, no reasonable use can be made of the property.

STATEMENT BY APPLICANT:

- 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.

STATEMENT BY APPLICANT:

- 3) **The hardship did not result from actions taken by the applicant or the 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.

STATEMENT BY APPLICANT:

- 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.

STATEMENT BY THE APPLICANT:

NOTE:

APPLICANTS, AND /OR THEIR AGENTS OR PARTIES OF INTEREST ARE PROHIBITED FROM ANY CONTACT IN RELATION TO THIS MATTER WITH BOARD OF ADJUSTMENT MEMBERS OR PLANNING BOARD MEMBERS PRIOR TO THE PUBLIC HEARING.

I certify that all of the information presented by the undersigned in this application is accurate to the best of my knowledge, information and belief. Respectfully submitted, this _____ day of _____, 20 _____

(Signature of Applicant)

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 Board
(Authorized Agent)

of Adjustment 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: _____