



TOWN OF  
HILLSBOROUGH

# APPLICATION SCHEDULE/CHECKLIST

## Board of Adjustment Hearing

Planning and Economic Development Division  
101 E. Orange St., PO Box 429, Hillsborough, NC 27278  
919-296-9475 | Fax: 919-644-2390  
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APPLICATION REVIEW SCHEDULE: 2023		
DEADLINES	MEETINGS	
Application (12 p.m./noon) <sup>1</sup>	Technical Review Committee <sup>2</sup>	Board of Adjustment <sup>2</sup>
Nov. 21, 2022	Dec. 6, 2022	Jan. 11, 2023
Dec. 19, 2022	Jan. 3, 2023	Feb. 8, 2023
Jan. 23, 2023	Feb. 7, 2023	March 8, 2023
Feb. 20, 2023	March 7, 2023	April 12, 2023
March 20, 2023	April 4, 2023	May 10, 2023
April 17, 2023	May 2, 2023	June 14, 2023
May 22, 2023	June 6, 2023	July 12, 2023
June 16, 2023 <sup>3</sup>	July 5, 2023 <sup>3</sup>	Aug. 9, 2023
July 17, 2023	Aug. 1, 2023	Sept. 13, 2023
Aug. 21, 2023	Sept. 5, 2023	Oct. 11, 2023
Sept. 18, 2023	Oct. 3, 2023	Nov. 8, 2023
Oct. 23, 2023	Nov. 7, 2023	Dec. 13, 2023
Nov. 20, 2023	Dec. 5, 2023	Jan. 10, 2024
Dec. 4, 2023 <sup>3</sup>	Jan. 2, 2024	Feb. 14, 2024

<sup>1</sup> An incomplete application will not be forwarded for Technical Review Committee or Board of Adjustment review.  
<sup>2</sup> Technical review generally applies only to Special Use Permit (including permit modification) reviews. All review comments of the Technical Review Committee must be addressed before the request will be placed on a Board of Adjustment meeting agenda.  
<sup>3</sup> Denotes a shift due to a holiday.

FEE SCHEDULE	
Special Use Permit	The greater of \$1,000 or \$200 per acre
Special Use Permit Modification	\$500
Variance	\$200
Appeal	No fee

### SUBMITTAL REQUIREMENTS

Staff may determine that some requirements are not applicable to all applications.

#### For Special Use Permits including Modifications of Previously Issued Permits

- Completed, signed, and dated application form, supplemental form, and payment of applicable fee
- Complete site plan set in paper and digital format (*See separate Site Plan Checklist*)
- Traffic Impact Analysis if the proposed development will generate 800 or more vehicle trips on an average weekday. An analysis may be required for smaller projects in the following situations:
  - a. 75% or more of the properties to be notified of the hearing are already developed, or
  - b. A majority of the properties to be notified of the hearing are of a different zoning category than the property for which the Special Use Permit is sought, or
  - c. Staff or NCDOT identify potential negative impacts to nearby intersections with high crash rates, significant turning movement delays, or level of service concerns.

#### For Variances and Appeals

- Completed, signed, and dated application form, supplemental form, and payment of applicable fee
- Surveyed plot plan exhibiting the nature of the proposed variance request