# Appendix N

**Application Packet for Variances** 

| Deadlines: January - December 2021                    |                             |  |
|---|-----------------------------|--|
| <b><u>Complete Application Deadline (12 Noon)</u></b> | Board of Adjustment Meeting |  |
| November 16, 2020                                     | January 13, 2021            |  |
| December 21, 2020                                     | February 10, 2021           |  |
| January 19, 2021*                                     | March 10, 2021              |  |
| February 15, 2021                                     | April 14, 2020              |  |
| March 22, 2021  | May 12, 2021                |  |
| April 19, 2021  | June 9, 2021                |  |
| May 17, 2021  | July 14, 2021               |  |
| June 21, 2021   | August 11, 2021             |  |
| July 19, 2021   | September 8, 2021           |  |
| August 23, 2021                                       | October 13, 2021            |  |
| September 20, 2021                                    | November 10, 2021           |  |
| October 18, 2021                                      | December 8, 2021            |  |
| November 22, 2021                                     | January 12, 2022            |  |
| December 20, 2021                                     | February 9, 2022            |  |

\* Denotes dates that have been adjusted for holidays

## Fee Schedule

Variance: \$150.00

### **Submittal Requirements**

□ Complete application

Plot plan showing existing conditions and demonstrating the requested variance (See **Appendix G** for sample)

□ Fee

| Town<br>of<br>Hillsboopugh                      |                        | APPLICATION FOR   |
|---|------------------------|---|
|   | Variance fr            | om the Unified Development Ordinance                      |
|   |                        | Planning Department                                       |
|   |                        | 101 E. Orange Street / P.O. Box 429                       |
|   |                        | Hillsborough, NC 27278                                    |
|   |                        | Phone: (919) 296-9472, Fax: (919) 644-2390                |
|   |                        | Website: www.hillsboroughnc.gov                           |
| Property Address/Location:                      |                        |   |
| PIN #:  | Zoning:                | Lot Size (acres or sq. ft.):                              |
|   |                        |   |
| Applicant Name:                                 |                        |   |
| Mailing Address:                                |                        | Phone:  |
| City, State, Zip:                               |                        | E-mail:   |
| Legal Relationship of Applicant to Prop         | erty Owner             |   |
| <u>Note:</u> If the Applicant is not the Proper | ty Owner, the attached | d Owner's Authorization for Agent form must be completed. |
| Property Owner Name:                            |                        |   |
|   |                        |   |
| Mailing Address:                                |                        | Phone:  |
| City, State, Zip:                               |                        | E-mail:   |

TO THE TOWN OF HILLSBOROUGH BOARD OF ADJUSTMENT:

I/We hereby petition the Board of Adjustment for a VARIANCE from the literal terms of the Town of Hillsborough UDO (Unified Development Ordinance) because, under the interpretation given to me/us by the Planning Department staff, I/we am/are prohibited from using the parcel of land described above in a manner shown by the plot plan/site plan attached to this application. I/We request a variance from the following provision(s) of the Ordinance (cite section and paragraph numbers):

so that the above-mentioned property can be used in a manner indicated by the plot plan/site plan attached to this application form or, if the plot plan/site plan does not adequately reveal the nature of the variance, as more fully described herein: (If a variance is requested for a limited time only, specify duration requested.)

### 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 Town of Hillsborough UDO, the Board is required to find that all four conditions exist (see below) before it

may issue a variance. 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 that it can properly reach these four required findings.

- a. 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. (Note: It is *not* sufficient that failure to grant the variance simply makes the property less valuable.)
- b. 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.

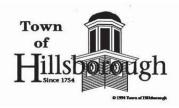
c. The hardship did not result from actions taken by the applicant or the property owner. The act of purchasing property with knowledge that circumstances exist that may justify the granting of a variance shall not be regarded as a self-created hardship.

d. **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.** (State facts and arguments to show that the variance requested represents the least possible deviation from the letter of the Ordinance that will allow the Applicant to use the property in the manner requested, and that the use of the property, if the variance is granted, will not substantially detract from the character of the neighborhood.)

I/We certify that all of the information presented by me/us in this application is accurate to the best of my/our knowledge, information, and belief.

Applicant(s)

Date



This form must accompany any applications going before the Board of Adjustment.

#### EACH AND EVERY OWNER SHOWN ON THE PROPERTY OWNER'S DEED MUST SIGN THIS AUTHORIZATION FORM

| I/WE   | hereby authorize   |  |  |
|--|--|--|--|
| I/WE(print name of property owner,             | r/s)   |  |  |
| (print name of agent)                          | to represent me/us in processing an application for a                              |  |  |
| (print name of agent)                          | on our behalf. In authorizing the agent to represent me/us, I/we, as               |  |  |
| (print type of application)                    |  |  |  |
| owner/owners, attest that the application is   | ; (i) made in good faith; (ii) that all information contained in the application i |  |  |
| accurate and complete; (iii) that the agent is | authorized to accept any and all conditions that may be placed on the              |  |  |
| approval; and (iv) that I/we as the property c | owner are bound by any decision of the Board, including any and all                |  |  |
| conditions attached to Board approvals.        |  |  |  |
| (Simplum of Quant)                             |  |  |  |
| (Signature of Owner)                           | (Signature of Owner)   |  |  |
| (Print Name of Owner)                          | (Print Name of Owner)  |  |  |
|  | ***************************************  |  |  |
| NORTH CAROLINA                                 | COUNTY   |  |  |
| Sworn to and subscribed before me on this      | day of, 20by   |  |  |
| (name of person making statement)              |  |  |  |
|  | Signature of Notary Public   |  |  |
| (SEAL)   |  |  |  |
|  | Print Commissioned Name of Notary Public   |  |  |
|  | My Commission expires:   |  |  |
| The individual(s) making the above statemen    | nt ispersonally known oridentification was produced.                               |  |  |
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