

Appendix N

Application Packet for Variances

Deadlines: January - December 2019	
<u>Complete Application Deadline (12 Noon)</u>	<u>Board of Adjustment Meeting</u>
November 19, 2018	January 9, 2019
December 17, 2018	February 13, 2019
January 22, 2019	March 13, 2019
February 18, 2019	April 10, 2019
March 18, 2019	May 8, 2019
April 22, 2019	June 12, 2019
May 20, 2019	July 10, 2019
June 17, 2019	August 14, 2019
July 22, 2019	September 11, 2019
August 19, 2019	October 9, 2019
September 23, 2019	November 13, 2019
October 21, 2019	December 11, 2019
November 18, 2019	January 8, 2020
December 16, 2019	February 12, 2020

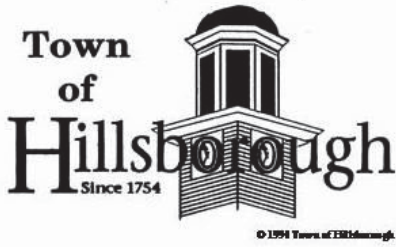
* Denotes dates that have been adjusted for holidays

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



Variance from the Unified Development Ordinance

APPLICATION FOR
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 Property Owner _____

Note: If the Applicant is not the Property Owner, the attached 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

