

ZONING BOARD OF ADJUSTMENT

APPLICATION FOR A VARIANCE FROM THE ZONING ORDINANCE

Office Use Only:

Application Number: _____ Date: _____
Application Fee: \$ _____ Receipt Number: _____ Public Hearing: _____

1. General Information (Please Type or Print)

Property Owner: _____
Address: _____ City: _____ State: _____ Zip: _____
Telephone Number: _____ Fax Number: _____

Applicant*: _____
Address: _____ City: _____ State: _____ Zip: _____
Telephone Number: _____ Fax Number: _____

*Note: Property owner will also be listed as applicant on requests submitted to the Board.

Request: _____

2. Property Information:

Person County Tax Map: _____ Lot: _____ Zoning District: _____
Site Access off Road: _____ Lot Acreage: _____
Status of Lot: Existing: _____; Proposed: _____

3. Utilities (Existing or Proposed – Check All That Apply):

Public Sewer: _____ Septic System: _____
Public Water: _____ Well: _____

4. Submittal Information:

The items referenced on attachment #1 are needed to enable the Planning Department to legally notify affected property owners, accurately evaluate and present the nature of your request to the Zoning Board of Adjustment.

5. Factors Relevant to the Issuance of a Variance:

The Zoning Board of Adjustment does not have unlimited discretion in deciding where to grant a variance. Under Section 16-3 (D)(5) of the City of Roxboro's Zoning Ordinance, the Board must find: (a) Granting the appeal will not allow the establishment of a use not otherwise permitted in a district by this ordinance; (b) If the applicant complies with the literal terms of the ordinance, the applicant will not be able to make a reasonable use of the property; (c) The practical difficulty or unnecessary hardship complained of is due to the peculiar characteristics of the property in question and is not applicable to other property in the vicinity or to the general public; (d) The practical difficulty or unnecessary hardship complained of is not the result of the actions of the applicant and relates to the applicant's land; (e) If granted, the variance will be in harmony with the general purpose and intent of the Roxboro Zoning Ordinance and will preserve the spirit of the ordinance; (f) If granted, the variance will secure the public safety and welfare and do substantial justice.

Section 16-3, further states that the Board may attach conditions regarding the location and other features of the proposed building, structure, or use as they may deem advisable to protect established property values and to achieve the other purposes set forth in the statement of purpose.

In the spaces provided below, indicate the facts that you intend to show and statement that you intend to make to convince the Board that it can properly reach the findings listed:

(a) Granting the appeal will not allow the establishment of a use not otherwise permitted in a district by this ordinance. The conclusion is based on the following finding of facts:

(b) If the applicant complies with the literal terms of the ordinance, the applicant will not be able to make a reasonable use of the property. The conclusion is based on the following finding of facts:

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(c) The practical difficulty or unnecessary hardship complained of is due to the peculiar characteristics of the property in question and is not applicable to other property in the vicinity or to the general public.. The conclusion is based on the following finding of facts:

(d) The practical difficulty or unnecessary hardship complained of is not the result of the actions of the applicant and relates to the applicant's land. The conclusion is based on the following finding of facts:

(e) If granted, the variance will be in harmony with the general purpose and intent of the Roxboro Zoning Ordinance and will preserve the spirit of the ordinance. The conclusion is based on the following finding of facts:

(f) If granted, the variance will secure the public safety and welfare and do substantial justice. The conclusion is based on the following finding of facts:

6. Zoning Board of Adjustment Review:

Upon receiving a complete application material (including information stated on attachment #1) the matter will be forwarded to the Zoning Board of Adjustment and a public hearing scheduled. The applicant and property owner/agent will be notified of the meeting date, time and location and a meeting notice will be posted on the property.

7. Signatures and Acknowledgment:

The undersigned hereby certify that the forgoing application submittal material is complete and accurate.

FURTHERMORE, the undersign hereby authorizes the City of Roxboro's Zoning Administrator or designated representative to enter upon the above referenced property for the purpose of inspecting and verifying compliance the City's ordinance provisions.

Applicant's Signature

Date

Property Owner's or Authorized
Agent's Signature

Date

Attachment #1 – Site Plan Requirements

A site plan (5 copies) prepared/drawn to scale (min. 1”=50’ unless otherwise specified by the Zoning Administrator) by either a N.C. Licensed Professional Surveyor, Engineer or Architect depicting the following:

1. Vicinity map, property boundaries, total area of parcel (sq. ft and acreage), names of adjoining property owners, north arrow, and scale;
2. Names of adjoining streets, location of rights-of-way(s) and easements;
3. Existing and proposed structures (including additions) existing and proposed parking areas, parking spaces, drive/sidewalk location(s); and if applicable, existing or proposed dumpster location(s);
4. If the site is located Flat River’s Balance of Watershed, please state the applicable square footage/percentage of all existing/proposed impervious surfaces and acreage of area to be left natural state;
5. If applicable, location of 100 year flood plain;
6. If applicable, location of all perennial streams and surface drainage areas (i.e., topography [min. 10’ contour]) and buffers;
7. If applicable, existing or proposed sign locations, dimensions & height.
8. If applicable, location/type of any required landscape buffer either existing or proposed;
9. Note on site plan all that apply: Height/# stories of existing/proposed buildings/structures, proposed land use (i.e., restaurant, warehouse, etc.), zoning of adjacent tracts; and
10. If applicable, any existing water lines, sewer lines or other utility lines on the parcel and respective easements.

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