

Application for Variance



Department of City Planning | 1 Exchange Plaza, Suite 300 | Raleigh, NC 27601 | 919-996-2626

Submit application to: Development Services Customer Service Center, 1 Exchange Plaza, Suite 400, Raleigh, NC 27601

NATURE OF REQUEST		OFFICE USE ONLY
Nature of variance request (if more space is needed, submit addendum on separate sheet):		Transaction Number
Provide all previous transaction numbers for Coordinated Team Reviews, Due Diligence Sessions, or Pre-Submittal Conferences. If this property was the subject of a previous variance request, provide the case number.		

GENERAL INFORMATION		
Property Address		Date
Property PIN	Current Zoning	
Nearest Intersection		Property size (in acres)
Property Owner	Phone	Fax
Owner's Mailing Address	Email	
Project Contact Person	Phone	Fax
Contact Person's Mailing Address	Email	
Property Owner Signature	Email	
Notary Sworn and subscribed before me this _____ day of _____, 20____	Notary Signature and Seal	

VARIANCE CHECKLIST - TO BE COMPLETED BY APPLICANT			YES	N/A
PRE-SUBMITTAL REQUIREMENTS				
1. Pre-Application Conference with staff	<input type="checkbox"/>	<input type="checkbox"/>		
2. Completed Variance Intake Requirements sheet	<input type="checkbox"/>	<input type="checkbox"/>		
3. Variance applications shall be submitted to the Zoning Division, 4 th floor of One Exchange Plaza	<input type="checkbox"/>	<input type="checkbox"/>		
VARIANCE REQUIREMENTS				
1. The property owner must be the applicant.	<input type="checkbox"/>	<input type="checkbox"/>		
2. A signed, notarized application and submittal fee are required.	<input type="checkbox"/>	<input type="checkbox"/>		
3. The applicant must submit stamped envelopes addressed to the property owners within 100 feet of the subject property. City staff will mail the public hearing notices.	<input type="checkbox"/>	<input type="checkbox"/>		
4. The Board of Adjustment conducts a quasi-judicial hearing. You may not contact the Board members once the application has been filed.	<input type="checkbox"/>	<input type="checkbox"/>		
5. The Board of Adjustment is not empowered to modify zoning lines or grant a use variance.	<input type="checkbox"/>	<input type="checkbox"/>		
6. The Board of Adjustment may attach conditions of approval to a variance to protect surrounding properties.	<input type="checkbox"/>	<input type="checkbox"/>		
7. City Staff will place a public hearing sign on the subject property. The sign must be prominently displayed on the property for at least ten days before the hearing. The property owner is responsible for maintaining the sign during this ten day period. The owner must return the sign to city staff within three days of the hearing. The owner will be charged \$45 for any sign not returned.	<input type="checkbox"/>	<input type="checkbox"/>		
VARIANCE CONSIDERATIONS				
The Board of Adjustment will review all variance requests against the following showings:	<input type="checkbox"/>	<input type="checkbox"/>		
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 from the property.	<input type="checkbox"/>	<input type="checkbox"/>		
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.	<input type="checkbox"/>	<input type="checkbox"/>		
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 a self-created hardship.	<input type="checkbox"/>	<input type="checkbox"/>		
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.	<input type="checkbox"/>	<input type="checkbox"/>		

VARIANCE INTAKE REQUIREMENTS - TO BE COMPLETED BY APPLICANT			COMPLETED BY CITY STAFF		
General Requirements – Variance	YES	N/A	YES	NO	N/A
1. I have referenced the Variance Checklist and by using this as a guide, it will ensure that the application is processed in a timely manner	<input type="checkbox"/>				
2. Variance application review fee (see Development Fee Schedule for rate)	<input type="checkbox"/>				
3. Completed, notarized application signed by the property owner	<input type="checkbox"/>				
4. One set of stamped envelopes addressed to all property owners within 100 feet of the subject property	<input type="checkbox"/>				
5. List of all adjacent property owners	<input type="checkbox"/>				
6. Plot Plan drawn to scale, containing a north arrow, area of lot, location of all existing improvements and use areas, location of proposed improvements, location of any constraints such as flood plain area, tree conservation area, buffer yards, easements, and sight distance triangles	<input type="checkbox"/>	<input type="checkbox"/>			
7. If the variance request involves a structure, sign or fence, architectural elevations must be submitted	<input type="checkbox"/>	<input type="checkbox"/>			
8. If the property has been cited by a Code Enforcement Officer, include a copy of the citation	<input type="checkbox"/>	<input type="checkbox"/>			
9. Is the variance needed to legalize an existing improvement?	<input type="checkbox"/>	<input type="checkbox"/>			