REQUESTING A HEARING BEFORE THE WILSON COUNTY BOARD OF ADJUSTMENT

PURPOSE

- The Board of Adjustment is a semi-judicial body that is responsible for hearing and deciding: appeals of decisions made by the Zoning Enforcement Officer or Building Inspector; variance requests; ordinance interpretation requests; and issuance of certain special use permits.
- Although members of the Board of Adjustment are appointed by the Board of Commissioners, the board acts independently from any other County board. If an applicant does not agree with a decision of the Board of Adjustment, then that decision must be appealed by the applicant to the Wilson County Court system within 30 days of written notification of the board's decision.

APPLICATION

- A general application requesting a hearing before the board of adjustment must be submitted along with any additional required application materials.
- All application materials and fees must be submitted at least 25 calendar days prior to the date of the Board of Adjustment meeting. The Board of Adjustment meets at 7:30 PM on the third Tuesday of each month.
- Applications for a hearing before the Board of Adjustment shall be accompanied by the following:
    - Written text specifying the use or uses proposed;
    - Written legal description and deed of the property;
    - Site plan consistent with the submission requirements, prepared by a registered land surveyor. Site plan must depict all existing and proposed structures on the property, and within 200 feet of the property under review.
    - List of names, addresses, and deed references of current adjoining and adjacent property owners within 200 feet of the property under review. All such property owners will be notified of the request in writing, and are invited to comment on the request.

REVIEW

- It is highly recommended that an applicant schedule a pre-submittal conference with planning staff to review the request prior to submitting the application.
- Once the application is reviewed for completeness, a Public Hearing will be scheduled and advertised in the local newspaper. If the request involves a specific piece of property, a notice of public hearing will be posted on the property, and mailed to each of the abutting and adjacent property owners located within 200 feet of the property boundaries.
- The Board of Adjustment will then hold a meeting, which includes a Public Hearing. This Public Hearing is required by law in an attempt to allow anyone to comment on the specific request.

- Information presented during the Public Hearing is submitted as “evidence,” and all persons appearing before the board give sworn testimony.
- Typically, the Board of Adjustment will render a decision on the same night as the scheduled public hearing.

APPEALS OF BOARD OF ADJUSTMENT DECISIONS

- If an applicant does not agree with a decision rendered by the Board of Adjustment, an appeal has to be filed by the applicant in the Wilson County Court system within 30 days of written notification of the board’s decision.

GENERAL APPLICATION FOR HEARING
BEFORE THE BOARD OF ADJUSTMENT
WILSON COUNTY, NORTH CAROLINA

Applicant Name:_____

Date:_____ Total Fee Submitted: $ _____

TO THE WILSON COUNTY BOARD OF ADJUSTMENT:

I (We), the undersigned, do hereby make application for your consideration of my request as hereinafter described:

1. <u>General Property Information</u>

The property is located on the ____ side of _____ (Road/Street, etc) having State Road # _____ , in the _____ Township of Wilson County. The physical address is _____ and it is identified as Wilson County Tax Parcel Identification number(s) _____ of the Wilson County tax maps. The property has frontage of _____ feet and contains _____ acres. The zoning district in which this property is currently located is _____ .

2. <u>Request Type</u>

I hereby request the following:

- ❑ Appeal of decision rendered by Zoning Administrator/Building Inspector
- ❑ Variance
- ❑ Interpretation
- ❑ Special Use Permit(Amendment to existing Special Use Permit)

NOTE: A supplemental application is required for any request

3. Required Attachments

- ❑ Fourteen (14) copies of a map prepared by a registered land surveyor showing the exact dimensions of the property, with attached meted and bounds legal description, and tax identification numbers for surrounding properties. Survey map should also indicate (for all properties named on the attached list as an abutting or adjacent property) surrounding land uses
- ❑ with respective zoning district classification(s). If there are structures on those abutting or adjacent properties located within that 200' buffer, please indicate their location on the map in relation to the property under consideration.
- ❑ Copy of property deed indicating current ownership
- ❑ List of all individuals, firms or corporations owning property adjacent or adjoining within 200 feet of the property described above (This list must be generated using the existing property boundaries as recorded in the Register of Deeds Office at the time of submission of this Application).

4. Certification

I (We) hereby certify that the information furnished in this Application is accurate to the best of my (our) knowledge. (Applications must be signed by the property owner(s) or their duly authorized agent or attorney; please attach additional sheet if necessary).

Property Owner: _____ Phone #:_____

Signature: _____

Mailing Address: _____

_____

Property Owner: _____ Phone #:_____

Signature: _____

Mailing Address: _____

_____

Agent/Attorney: _____ Phone #:_____

Signature: _____

Mailing Address: _____

_____

OFFICE USE ONLY

Petition Received on: _____, by _____

Case Number Assigned:_____

Total Fee Collected: _____, paid by _____

APPLICATION FOR A SPECIAL USE PERMIT
ISSUED BY THE BOARD OF ADJUSTMENT
WILSON COUNTY, NORTH CAROLINA

Applicant Name:_____

Date:_____ Total Fee Submitted: $_____

I (We), the undersigned, do hereby submit this application for a Special Use Permit as herein requested: (NOTE: This application must be submitted simultaneously with a General Application for a Request for a Hearing before the Wilson County Board of Adjustment).

1. **Specify development/use(s) proposed**

_____

_____

_____

_____

_____

2. **Standards**

In granting a Special Use Permit, the Board of Adjustment may attach reasonable requirements in addition to those specified in the Zoning Ordinance, ensuring that the development in its proposed location will meet the standards mentioned below. Please briefly indicate how your request meets or exceeds these standards (please attach additional sheets if necessary):

A. The use requested is among those listed as an eligible Special Use in the district

in which the subject property is located: _____

_____

_____

B. The required Special Use Permit is either essential or desirable for the public convenience or welfare:_____

_____

_____

C. The requested permit will not impair the integrity or character of the surrounding or adjoining districts, nor will be detrimental to the health, morals or welfare of the community:_____

_____

_____

D. The requested permit will be in conformity with all officially adopted land development plans:_____

_____

_____

E. Adequate utilities, access roads, drainage, sanitation and/or other necessary facilities have been or are being provided:_____

_____

_____

5. **<u>Additional Standards</u>** (see attachment, if applicable)

6. **<u>Certification</u>**

I (We) hereby certify that the information furnished in this application is accurate to the best of my (our) knowledge. (Applications must be signed by the property owner(s) or their duly authorized agent or attorney; please attach additional sheet if necessary).

Property Owner: _____ Phone #:_____

Signature: _____

Mailing Address: _____

_____

Property Owner: _____ Phone #:_____

Signature: _____

Mailing Address: _____

_____

Agent/Attorney: _____ Phone #:_____

Signature: _____

Mailing Address: _____

_____

OFFICE USE ONLY

Received on: _____, by _____

Case Number Assigned: _____

Total Fee Collected: _____, paid by