

VARIANCE APPLICATION



**PLANNING DEPARTMENT
PO Box 2430
Indian Trail, NC 28079
Telephone (704) 821-5401
Fax (704) 821-9045**

ONLY COMPLETE APPLICATIONS ACCEPTED

Processing Fees:
\$300 for Residential and
\$450 for Non-Residential Use

Date Received _____

VARIANCE APPLICATION

Submittal Requirements

- Complete and notarized application
- Letter of Intent and Statement of Justification
- Supporting documents, as needed (property survey, plot plan, property appraisal etc.)
- Articles of Incorporation, Certificate of Incorporation, Articles of Organization, Corporate Charter, or similar (unless applicant is an individual)

Timeline/Procedures

- The Planning and Zoning Board in a quasi-judicial proceeding, which hears all Variances, meets on the fourth Thursday every month (except in November and December, the third Thursday).
- All submittal requirements must be met at least 30 days before the target public hearing date.
- The public hearing will follow quasi-judicial statutory procedures. See UDO Section 310.080 for more details.
- Applicant must provide evidence of meeting all the approval criteria for a variance. See Hardship Description section below.

Property Information

Property Address _____

City _____ State _____ Zip _____

Tax Parcel ID _____ Zoning Designation _____

Total Acres _____

Project Description _____

Contact Information – Applicant

Contact Name _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

VARIANCE APPLICATION

Contact Information – Property Owner

Contact Name _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

Applicant's Certification

Signature _____ Date _____

Printed Name/Title _____

Signature of Notary Public _____ Date _____

Notary Seal

Property Owner's Certification

Signature _____ Date _____

Printed Name/Title _____

Signature of Notary Public _____ Date _____

Notary Seal

Project Information

Has work started on the project?	Yes _____	No _____	
If yes, did you obtain a building permit?	Yes _____	No _____	If yes, please attach a copy
Have you received a Notice of Violation for this project?	Yes _____	No _____	If yes, please attach a copy
Has this property been rezoned?	Yes _____	No _____	If yes, Petition Number _____

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Hardship Descriptions

SUMMARIZE THE EVIDENCE YOU PLAN TO PRESENT FOR THE FOLLOWING ITEMS:

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 of the property; *Summarize Evidence:*

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; *Summarize Evidence:*

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 self-created hardship; *Summarize Evidence:*

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.
Summarize Evidence:
