

ONslow COUNTY PLANNING & DEVELOPMENT
APPEAL APPLICATION AND SUBMITTAL POLICY
CALENDAR YEAR 2020

Application and Plan Submittal

A complete application and fee of \$350 are to be submitted to the Onslow County Planning & Development Department. Once the Department receives the application, it will be reviewed for completeness. The applicant will be notified if additional information is needed.

A complete application includes all of the following:

- A completed appeal application form
- Application Fee of \$350
- One stamped envelope for all abutting property owners

** Please make payment payable to Onslow County Planning & Development. All checks must include a physical address and a phone number. **Personal checks** must include driver's license or social security number. **Business checks** must have a North Carolina address.*

Application packages are to be submitted by 5pm on the submittal date as shown below:

| Submittal Date | Board of Adjustment Public Hearing Date |
|-----------------------|--|
| Monday, 11/25/19 | Tuesday, Jan. 28 |
| Monday, Jan. 6 | Tuesday, Feb. 25 |
| Monday, Feb. 3 | Tuesday, March 24 |
| Monday, March 2 | Tuesday, April 28 |
| Monday, April 6 | Tuesday, May 26 |
| Monday, May 4 | Tuesday, June 23 |
| Monday, June 1 | Tuesday, July 28 |
| Monday, July 6 | Tuesday, Aug. 25 |
| Monday, Aug. 3 | Tuesday, Sept. 22 |
| Monday, Aug. 31 | Tuesday, Oct. 27 |
| Monday, Oct. 5 | Tuesday, Nov. 24 |
| Monday, Nov. 2 | Tuesday, Dec. 22 |
| Monday, Nov. 30 | Tuesday, 1/26/21 |

Board of Adjustment Hearings

Unless otherwise noted, the Board of Adjustment meets each fourth Tuesday at 6:30pm in the Commissioners' Chambers at 234 Northwest Corridor Blvd., Jacksonville, NC.

**It is the policy of the Board of Adjustment to hear 2 cases per meeting. Cases will be placed on the agenda on a first-come, first-served basis. When more than two cases are submitted by the submittal date, the third and fourth cases will be scheduled for the alternate meeting date to be held on the 2nd Tuesday of the following month.*

The Planning & Development Department shall submit the agenda to the Board of Adjustment members by the Friday before the scheduled Board meeting. The agenda and related staff report shall be forwarded to each applicant at the same time.

Withdrawal of the Application

Any application may be withdrawn at any time; however, any fees submitted as part of the application shall be forfeited.

ONSLOW COUNTY APPEAL APPLICATION

APPLICANT INFORMATION

Name _____

Address _____

Telephone _____ Fax Number _____

Email Address _____

SUBJECT PROPERTY INFORMATION (if applicable)

Address _____

Tax Map Number _____ Zoning district _____

Owner Name _____

Nature of Appeal (cite Section of Ordinance, if applicable)

(Additional sheets may be attached, if necessary)

Zoning Official's Signature/Date

Printed Name of Applicant/Date

Signature of Applicant/Date

NOTE: Application must be completed in its entirety in order to be accepted and processed.