

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

STEP 1: Pre-application Meeting

The applicant must schedule a pre-submittal meeting with county staff to discuss the variance, the ordinance requirements and plans, and the process. During this meeting, staff will provide the applicant with the number of stamped envelopes (for all adjacent property owners of the parcel) that will need to be provided with the application submittal.

STEP 2: Application Submittal

A complete application includes all of the following:

- Completed Variance Permit Application form;
- Application Fee of \$350*;
- 20 folded copies of the site plan; and,
- _____ stamped, legal-sized envelopes (number will be provided during the pre-application meeting).

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

Step 3: Adjoining Property Owner Notification

The Planning & Development staff will mail a notice to all adjacent the property owners of the subject property at least 10 day but not more than 25 days prior to the Board of Adjustment meeting date.

Step 4: Board of Adjustment Meeting

The Board of Adjustment meets each fourth Tuesday at 6:30pm in the Commissioners' Chambers at 234 Northwest Corridor Blvd., Jacksonville, NC. The Board of Adjustment has a policy of hearing 2 cases per meeting. Cases will be placed on the agenda on a first-come, first-served basis. When more cases are submitted by the submittal date, they may be scheduled for an alternate meeting date on the 2nd Tuesday of the following month.

A Planning & Development staff member will present the request to the Board of Adjustment. The applicant or representative will be asked to address the Board of Adjustment and be prepared to answer questions the Board or public may have about the proposed project. The Board of Adjustment shall conduct a quasi-judicial public hearing which includes a formal evidentiary hearing. During the deliberative stage of the hearing, the Board of Adjustment may require reasonable and appropriate conditions be attached to the approval of the variance. Such conditions should relate to the relationship of the proposed use to surrounding property, proposed support facilities such as parking areas and driveways, pedestrian and vehicular circulation, screening and buffers, phasing of development, infrastructure improvements, and other matters that the Board may find appropriate or the applicant may propose. The Board may approve or deny the request, or the Board may continue the hearing until a subsequent meeting.

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 VARIANCE 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 Variance (cite Section of Ordinance, if applicable)

(additional sheets and/or site plan may be attached)

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.

For Office Use Only

Application No. _____

Date Received: _____

Receipt # _____ Amount _____