

VARIANCE APPLICATION

PLANNING & DEVELOPMENT DEPARTMENT



SUBJECT PROPERTY INFORMATION

Nature of Appeal: _____

Property Address: _____

At/Near Intersection of: _____ Township: _____

Tax Map Number(s): _____ Effective Flood Zone(s): _____

Current Zoning District: _____

APPLICANT INFORMATION

Name: _____

Mailing Address: _____

Telephone: _____ Fax Number: _____

Email Address: _____

Legal relationship of Applicant to Property Owner: _____

(If the application is not signed by the property owner, a written and signed statement by the property owner giving consent to the request must be submitted with the application.)

PROPERTY OWNER INFORMATION

Name: _____

Mailing Address: _____

Telephone: _____ Fax Number: _____

Email Address: _____

Please continue on to Page 2 of the Onslow County Variance Application

DETAIL NATURE OF VARIANCE

Please provide the nature of the variance. For example, the specific standard or requirement being requested a variance from and please cite the Section(s) of Ordinance pertaining to the standard.

You may attach additional sheets and/or information.

Zoning Official's Signature/Date

Signature of Applicant/Date

Printed Name of the Zoning Official

Printed Name of Applicant

VARIANCE SUBMITTAL POLICY

CALENDAR YEAR 2023

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 variance process. During this meeting, staff will provide the applicant with the number of stamped envelopes (for all property owners within 300 feet of the parcel) that will need to be provided with the application submittal.

Application and Plan Submittal

A complete application is to be submitted before 5pm on the submittal date. An application is considered complete only if it includes ALL of the following:

- A completed variance application form;
- Application Fee of \$500; and,
- _____stamped, No. 10 envelopes (staff will provide the applicant with the required number 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, 11/28/22	Tuesday, Jan. 24
Tuesday, Jan. 3	Tuesday, Feb. 28
Monday, Jan. 30	Tuesday, March 28
Monday, March 6	Tuesday, April 25
Monday, April 3	Tuesday, May 23
Monday, May 1	Tuesday, June 27
Monday, June 5	Tuesday, July 25
Friday, June 30	Tuesday, Aug. 22
Monday, July 31	Tuesday, Sept. 26
Tuesday, Sept. 5	Tuesday, Oct. 24
Monday, Oct. 2	Tuesday, Nov. 28
Monday, Oct. 30	Wednesday, 1/3/24 (TBD)
Monday, Nov. 27	Tues, 1/23/24

Board of Adjustment Meetings

Unless otherwise noted, The Board of Adjustment meets the fourth Tuesday of every month at 6:30pm in the Commissioners' Chambers at 234 Northwest Corridor Blvd., Jacksonville, NC. The Board of Adjustment has a policy of hearing three (3) cases per meeting, i.e. special use permits, appeals, and/or variances. 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 second (2nd) Thursday of the following month, or the next regular meeting of the Board of Adjustment.

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 appeal. The Board of Adjustment shall conduct a quasi-judicial public hearing which includes a formal evidentiary hearing. The Board Chair will swear in witnesses (citizens/applicants/staff) and obtain statements as sworn testimony. The Board may either reverse the decision, affirm the decision wholly or partially, modify the decision, 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.

Adjoining Property Owner Notification

The Planning & Development staff will mail a notice to the property owners within 300 feet of the subject property at least ten (10) days but not more than twenty-five (25) days prior to the Board of Adjustment meeting date.