



# County of Moore Planning and Inspections

Inspections/Permitting: (910) 947-2221  
Planning: (910) 947-5010  
Fax: (910) 947-1303

## VARIANCE APPLICATION PACKET

The variance procedures authorize the Board of Adjustment to allow deviations from certain standards of the Unified Development Ordinance when the landowner demonstrates that, owing to special circumstances or conditions beyond the landowner's control (such as topographical conditions, narrowness, shallowness, or shape of a specific parcel of land), a literal application of the standards would result in undue and unique hardship to the landowner and the deviation would not be contrary to the public interest.

The application is a form of written testimony, and used both to show how Ordinance considerations are addressed and to provide evidence to the Board of Adjustment that the required findings for approval can be made.

In addition to the required material, the applicant may provide any other written, drawn, or photographed material to support his/her request. Any such additional material submitted will become part of the application, and as such cannot be returned.

Applicants may represent themselves or have someone as their spokesperson at the Board meetings. The applicant has a very active role in the Board of Adjustment's consideration of requests and must provide sufficient evidence in order for the required findings to be made. The public hearing will allow the applicant, proponents, and anyone else the opportunity to speak and ask questions in regards to the request. The Board of Adjustment may approve the request, approve it with conditions, continue it for more information,

### Pre-Application Conference with Planning Staff

The applicant needs to schedule a conference with Planning Staff. The applicant should provide a sketch plan for the pre-application conference.

### Application Submittal

The applicant must submit a complete application packet on or before the submittal deadline. This includes:

- Completed Moore County Variance Application.
- Application Fee (see Fee Schedule)

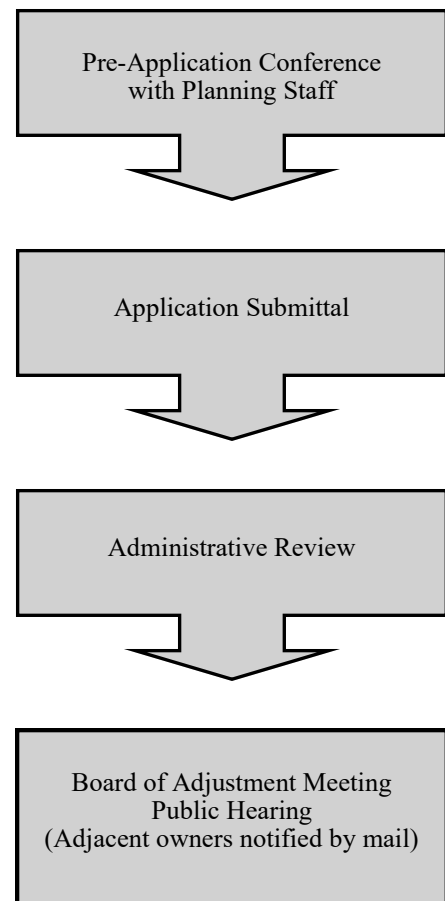
### Administrative Review / Required Notifications

Planning Staff will review the request and provide the following public notifications prior to the Board of Adjustment meeting / public hearing:

- All adjacent property owners will be notified by certified mail return receipt.
- A sign will be posted on the property visible from the nearest public road.

### Board of Adjustment Meeting—Public Hearing

Planning Staff will present the request to the Board of Adjustment. It is **highly recommended** that the applicant attend the meeting to answer any questions raised at the meeting. A public hearing will be held. The Board of Adjustment will make a final decision.



## **Application Submittal Deadlines / Meetings**

A date and location for a meeting / public hearing will be set once a complete application is submitted to the Planning Staff.

## **Detailed Site Plan**

Chapter 4.2 of the Moore County Unified Development Ordinance.

Detailed Site Plan includes:

1. Dimension of property (front, side, and rear property lines)
2. Dimensions and locations of any existing or proposed buildings and signs
3. Existing and proposed uses of building(s) and/or land
4. Non-residential floor plans
5. Existing and proposed street right-of-ways and/or easements
6. Current and /or proposed setbacks from property lines, easements, and ROWs
7. Dimensions and locations of driveway, parking lots, and parking spaces
8. Dimensions and location of loading and unloading areas
9. Existing and proposed utilities
10. Non-residential screening plan
11. Significant natural features including floodplain, wetlands, lakes, streams, etc.
12. Existing and proposed impervious surface percentages
13. Location of any stormwater control devices, any stormwater control plans, and the name of the certifying engineer
14. Phasing plans
15. Any other information which the Administrator deems necessary as required per local, state, or federal law.



# County of Moore Planning and Inspections

Inspections/Permitting: (910) 947-2221  
Planning: (910) 947-5010  
Fax: (910) 947-1303

## Variance Application

|  |       |     |        |
|--|-------|-----|--------|
| Application Date:  |       |     |        |
| Location/Address of Property:  |       |     |        |
| Applicant:   |       |     | Phone: |
| Applicant Address:   | City: | St: | Zip:   |
| Owner:   |       |     | Phone: |
| Owner Address:   | City: | St: | Zip:   |
| <p>What type of variance are you requesting? Check all that apply:</p> <p style="text-align: center;"> <input type="checkbox"/> STRUCTURE HEIGHT             <input type="checkbox"/> STRUCTURE SIZE             <input type="checkbox"/> YARD SIZE       </p>   |       |     |        |
| <p>The burden of presenting evidence sufficient to allow the Board of Adjustment to reach the conclusions set forth in Section 14.6 (D) of the Unified Development Ordinance remains with the applicant seeking the variance. Please speak to the four conditions individually:</p> <p>1. That the unnecessary hardship would result from the strict application of the UDO.     <input type="checkbox"/> YES     <input type="checkbox"/> NO</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>2. That the hardship is due to the physical nature that is peculiar to the property, such as location, size, shape, or topography.     <input type="checkbox"/> YES     <input type="checkbox"/> NO</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |       |     |        |

3. That the hardship did not result from actions taken by the applicant or property owner.  YES  NO

4. That 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.  YES  NO

I (We), the undersigned, certify that all statements furnished in this application are true to the best of my (our) knowledge, and do hereby agree to follow all reasonable requests for information as designated by the County of Moore Planning and Zoning Administrator.

\_\_\_\_\_  
Applicant/Owner Signature Date

\_\_\_\_\_  
Applicant/Owner Signature Date

Office Use Only:

PAR ID: \_\_\_\_\_

\_\_\_\_\_  
Received By Date