

# PLANNING AND COMMUNITY DEVELOPMENT

PLANNING • CODE ENFORCEMENT • BUILDING INSPECTIONS • CENTRAL PERMITTING



## ADMINISTRATIVE REVIEW APPLICATION

Date _____	Application No. _____
Application Fee _____	

**I. PROPERTY INFORMATION:**

Record #: \_\_\_\_\_ Lot #: \_\_\_\_\_

Parcel ID #: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Property Location: \_\_\_\_\_

**II. REQUIRED INFORMATION:**

The information below must be received a minimum of thirty (30) days prior to the staff setting a Board of Adjustment public hearing date.

\_\_\_\_\_ Application Fee

\_\_\_\_\_ The applicant/owner must submit a detailed letter describing the decision being appealed and stating why the request is being made and provide other information that is pertinent to the case.

**III. SIGNATURE OF OWNER & APPLICANT:**

\_\_\_\_\_ Applicant \_\_\_\_\_ Owner

**Additional Information:**

The Pender County Zoning Ordinance became effective on July 5, 1988 and regulated land use thereafter. The ordinance provides for a Board of Adjustment to grant variances from the strict application of the rules and regulations when hardship has been demonstrated.

The filing of an application before the Board of Adjustment does not guarantee approval. The applicant must exercise every means possible to resolve the problem prior to filing an application before the Board of Adjustment.

The Board of Adjustment meets the third Wednesday of each month and consists of five members and two alternates. For a decision made by the zoning administrator to be overturned, four sitting members must vote in the affirmative. The Board of Adjustment will advertise the hearing once in a local newspaper and will give notice to all adjacent property owners.

According to Section 6.2C of the Pender County Zoning Ordinance:

An appeal from the decision of the Zoning Administrator may be taken to the Board of Adjustment by any person, firm, or corporation aggrieved, or by any officer, department, or board of the county. Such appeal shall be taken within thirty days after the decision is made by the Zoning Administrator. The Zoning Administrator shall forthwith transmit to the board all the papers constituting the record upon which the action appealed from was taken. The Board of Adjustment shall fix a reasonable time for hearing of the appeal, advertise notice of the hearing and giving notice to all participants by certified mail with return receipt requested. An appeal stays all proceedings in furtherance of the action appealed from, unless the Zoning Administrator certifies to the Board, after notice of appeal has been filed with them, that by reason of the facts stated in the certificate a stay would, in their opinion, cause imminent peril to life or property or that because the violation charge is transitory in nature, a stay would seriously interfere with the enforcement of the ordinance, in which case, proceedings shall not be stayed other than by a restraining order, which may be granted by the Board or by a court of record to whom an appeal has been made. The zoning administrator shall give notices to the participants in the appeal of the time, date, and location by certified return receipt requested mail.

**\*The applicant or an agent must attend all hearings and be prepared to present facts to support their request.**