

Application Package For A Variance



Davie County

Department of Development Services

298 E Depot Street

Mocksville, NC 27028

Phone: (336) 753-6050 - Fax: (336) 751-7689

Application For A Variance Process

When is an Application for a Variance needed?

A Variance is needed anytime a reduction is needed in the front, side and rear yard setbacks for a property. A Variance is also needed when the height limitations of a building needs to be challenged.

Variations are **not** needed when a property owner wishes to change Lot Sizes. Variations are also **not** needed when a change in the lot's use is being requested.

Steps for a Variance

Applicant schedules a pre-application meeting with the staff of the Davie County Development Services no later than 10 days prior to their desired submission deadline (Not mandatory, but highly recommended).

Applicant submits their application along with all necessary documentation and fees by the first of the month they desire the Board of Adjustment to hear their case.

Davie County Development Services staff reviews and considers the application for a Variance.

Application is submitted to the Board of Adjustment for review and consideration. Please consult the Board of Adjustment's calendar of events on the Davie County Development Services website or contact the staff for a schedule at 336-753-6050. Hearings take place on the Second Floor of the Davie County Administration Building in the Commissioners Chambers.

Fees required

The fee for a Variance is \$500.00

Please make all checks out to 'Davie County Development Services'.

Please contact us at 336-753-6050 for any questions about fees.

How will the public be notified of a Variance?

The public will be notified in three ways. First, a sign will be posted on the property requesting the Variance. Second, a notice being sent to all property owners located within 500 feet of the property lines of the property requesting the Variance. Thirdly, a notice will be published in the Davie County Enterprise within one week of the hearing to notify the public.

When can I expect to have my Variance request heard?

For exact dates to all meetings, please check the calendar on the Development Services website.

APPLICATION FOR A VARIANCE

Davie County Development Services
298 E Depot Street, Mocksville NC 27028
Telephone: 336.753.6050 Fax: 336.751.7689

Applicant's Name	Applicant's Address	Applicant's Phone () -
Address of Property and Brief Description		
Applicant's Interest in the Property Owned Leased Other _____		Property Zoning District
<i>If property is leased, lease agreement or other binding legal documentation stating Applicant's legal right(s) for use of the above listed property shall be required upon submittal of application.</i>		Tax Parcel Number(s)
Site Plan Attached or Completed Yes No		Recorded Owner(s) of the Property
The Applicant Respectfully Shows:		
<ul style="list-style-type: none"> ➤ There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape, or topography that are not applicable to other lands or structures in the same district. ➤ Granting the variance requested will not confer upon the applicant any special privileges that are denied to other residents in the district in which the property is located. ➤ A literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other residents of the districts in which the property is located. ➤ The requested variance will be in harmony with the purpose and intent of this ordinance and will not be injurious to the neighborhood or to the general welfare. ➤ The special circumstances are not the result of the actions of the applicant. ➤ The variance requested is the minimum variance that will make possible the legal use of the land, building, or structure. ➤ The variance is not a request to permit a use of land, building, or structure which is not permitted by right or by special use in the district involved. 		
Reasons for the Requested Variance:		
Applicant's Signature	Date	
<p>_____ / _____ / _____</p> <p><i>By signing this form, applicant hereby states all information written herein is accurate and true. Applicant further states the Planning and Zoning Staff have fully explained the requirements of the Ordinance and the information required for the Board of Adjustment to render a decision.</i></p>		

Office Use Only	
Action by Board of Adjustment	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Signature of Chairman	Date of Public Hearing
_____	_____ / _____ / _____
Vote: _____ to _____	

Variance Application Checklist

Please submit this checklist along with all required items within the Variance request to:

Department of Development Services

298 E Depot Street
Mocksville, NC 27028
Phone: (336) 753-6050
Fax: (336) 751-7689

When a Variance request is submitted, several things are needed in addition to the application itself. Please review the list and make sure every item is accounted for in order to have your request handled expeditiously. If an item is unaccounted for, it may slow down the process or your request or cease it altogether.

Notes:

- All documents and maps submitted as required by the application process become property of Davie County.
- All application fees are non-refundable.
- Development Services Staff may waive required information if they certify in writing as unnecessary to determine compliance with applicable standards and requirements.
- The Variance Request Number given should be referenced on all related correspondence subsequent to application acceptance.

For each item below, check (√) if provided, write “N/A” if the feature does not exist or is not proposed, and write “W” if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations or to address the required conclusions.			Staff use only	
√, n/a, or w		Application Requirement	UDO	√, X, or W
	1	A Completed Variance Application (2 copies) (attached)	§ 155.235	
	2	All necessary signatures are present on both copies of the applications	§ 155.235	
	3	10 Preliminary Site Plan copies attached and folded		
	a	All property lines with dimensions including North Arrow		
	b	Adjoining street with right-of-way and paving widths		
	c	The location of all structures; the use of all land		
	d	Comprehensive site plan if the application is for commercial, industrial, or multi-family development.		
	e	Topographic contours (at intervals of not more than 10 feet)		
	f	Surface Waters, FEMA 100-year floodway and floodway fringe boundaries, flood hazard soils, all streams and/or rivers		
	g	Inset Map showing site’s location relative to County’s cities and major roads		
	h	Title block showing name and address of site owner(s), name of plan designer, parcel identification numbers, date map prepared (and revised), bar scale, north arrow, and title “Existing Conditions Map”.		
	4	Documentation containing facts which will be used to support the petition, including but not limited to deed restrictions, letter of sufficiency regarding public water and sewer, proposed homeowners association documents, and appropriate county and state approvals.		
	5	Copy of Deed for the Property		
	6	An Attachment containing a synopsis or overview of the project, including information relevant to use, density, lot, layout, housing type, planned amenities, and similar information.		
	7	Offer to Purchase Agreement (<i>financials can be omitted or blacked out</i>)		

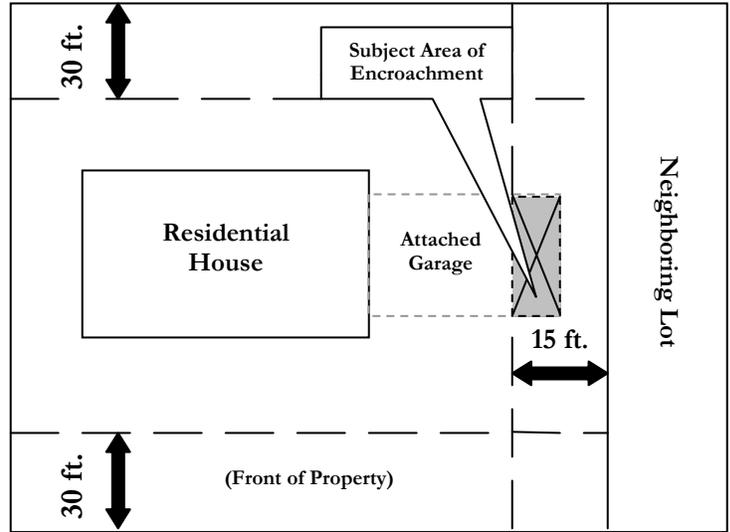
Variance Sketch Plan of Action

If you do not have a printed sketch plan of your site plan, please sketch one below in the box. Please use the example to the right for an example.

Please include:

- ✓ Location of Property Lines and adjacent right of ways
- ✓ Location of wetlands, streams, and other unique natural features
- ✓ Any existing or proposed structures, including dimensions and elevations
- ✓ Proposed landscape features
- ✓ Location, dimensions, height, and characteristics of proposed sign.

Example



Elevation: (or attach photograph)