

**Town of McAdenville**  
**Board of Adjustment Application for Review**

Application Number: \_\_\_\_\_ Date File: \_\_\_\_\_

Permit or Relief Requested:

Administrative Appeal \_\_\_\_\_

Variance \_\_\_\_\_

Interpretation \_\_\_\_\_

Change of Non-conforming Use \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No. (W) \_\_\_\_\_ (H) \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No. (W) \_\_\_\_\_ (H) \_\_\_\_\_

Relationship of applicant to the property owner: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Current Use: \_\_\_\_\_

Property Address: \_\_\_\_\_

Physical Description of Location: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_ Book: \_\_\_\_\_ Map: \_\_\_\_\_ Page: \_\_\_\_\_

**APPEALS/INTERPRETATIONS**

An appeal to the Board of Adjustment shall be made within thirty (30) days of the decision made by the Zoning Administrator. The following information shall be completed by applicants seeking an appeal of a decision made by the Zoning Administrator:

Date of Zoning Administrator’s Decision: \_\_\_\_\_

Summary of Zoning Administrator’s Decision: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Reason for Appeal of Decision: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**VARIANCE**

The following information shall be completed by applicant(s) seeking a variance and replacement or change or non-conforming use:

Ordinance Section \_\_\_\_\_

Purpose \_\_\_\_\_

\_\_\_\_\_

This application shall be accompanied by a survey or sketch plan which shall show, in scaled form, the location and size of:

1. The boundaries of the lot(s) in question;
2. The size, shape and location of all existing buildings, parking facilities and accessory buildings;
3. The size, shape and location of all proposed buildings, parking facilities and accessory uses;
4. The location and type of screening and buffering proposed and;
- 5.

Other information deemed by Zoning Administrator to be necessary to consider the application.

- a) Deed to the property,
- b) Automobile parking, traffic and circulation plans
- c) Signs not attached to the building
- d) A map clearly identifying the subject property and all contiguous pieces of property and a list of names and addresses of the owners of said properties, from the most recent official tax records.



**\*\*FOR VARIANCE REQUEST ONLY\*\***

In the spaces provided below (or on attached sheets), state the FACTS and arguments to support the following statements. This will be information used to convince the Board that it can properly reach these four conclusions:

- A. What are the practical difficulties or unnecessary hardships in the way of carrying out the strict letter of the Ordinance?

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- B. How will the variance be in harmony with the general purpose and intent of this Ordinance and preserve it's spirit?

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- C. How in the granting of the variance, will the public safety and welfare be assured and substantial justice be done?

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- D. How do the reasons set forth in the application justify the granting of this variance and that this variance is a minimum one that will make possible the reasonable use of land or structures?

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**\*\*BOARD OF ADJUSTMENT APPEAL/INTERPRETATION DECISION\*\***

Having held a public hearing on \_\_\_\_\_, 20\_\_\_\_, and having heard all of the evidence and arguments presented at the hearing, the following FINDINGS OF FACT and CONCLUSIONS are

1. There are substantial evidence in the record to show the following FACTS:

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2. (a) The resolution of this case depends on the interpretation of the ordinance language as applied to the foregoing facts. It is the Board’s CONCLUSION that the following is the sections of this Ordinance, as applied to those facts, shall be interpreted as follows:

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2. (b) The resolution of this case depends solely on an interpretation of the Ordinance language without regard to the particular facts of this case. Therefore, it is the Board’s CONCLUSION that the following sections or provisions of the Ordinance shall in this case and hereafter be interpreted as follows: \_\_\_\_\_

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THEREFORE IT IS ORDERED that the decision of the Zoning Administrator is hereby *affirmed/reversed/modified (as follows: \_\_\_\_\_)*. In addition, IT IS FURTHER ORDERED that the following action be taken: \_\_\_\_\_

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Ordered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Chairman

TO BE COMPLETED BY THE ZONING ADMINISTRATOR

Application #: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Minimum Lot Size: \_\_\_\_\_

Minimum Front Setback: \_\_\_\_\_

Minimum Side Setback: \_\_\_\_\_

Minimum Rear Setback: \_\_\_\_\_

Maximum Building Height: \_\_\_\_\_

Minimum lot width: \_\_\_\_\_

Screening (if required): \_\_\_\_\_

\*\*Additional 10 feet must be provided on all side yards that abut a public street.

Lot/Structure Sizes

Type of Structure: \_\_\_\_\_

Structure Square Footage: \_\_\_\_\_

Total Lot Size: \_\_\_\_\_

1. Deed Attached Yes \_\_\_\_\_ No \_\_\_\_\_
2. Survey, Diagram or sketch plan attached Yes \_\_\_\_\_ No \_\_\_\_\_
3. Date Application completed and Fee Paid: \_\_\_\_\_
4. Planning Board Review Date: \_\_\_\_\_  
(No later than 60 days after application complete for conditional use.)
5. Town Council Review Date: \_\_\_\_\_  
(No later than 45 days after application complete for conditional use.)
6. Town Council Public Hearing Date: \_\_\_\_\_
7. Notices to Applicant and Adjoining Property Owners mailed on \_\_\_\_\_  
Certification attached
8. Public Hearing Notice Published in \_\_\_\_\_, on \_\_\_\_\_  
And \_\_\_\_\_. (Attach newspaper affidavit.)
9. Sign posted on subject property at least 10 days prior to public hearing:  
Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_
10. List of findings of fact and special conditions and additional requirements for conditional use permit attached: Yes \_\_\_\_\_ No \_\_\_\_\_
11. Date of Town Council decision: \_\_\_\_\_
12. Final Decision of Town Council: Approved, Denied, or Approved with additional conditions.
13. Conditional Use permit issued: Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_
14. Certificate of Occupancy issued: Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_