



# Town of Zebulon

## Planning Department

1003 N. Arendell Avenue, Zebulon, NC 27597  
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[www.townofzebulon.org](http://www.townofzebulon.org)

## REQUEST FOR VARIANCE

### GENERAL INFORMATION

In accordance with Section 2.2.22 of the UDO, an applicant, property owner, or other individual may request an appeal of a Town Official's decision or interpretation of the UDO.

### INSTRUCTIONS:

**PRE-APPLICATION MEETING:** A pre-application meeting with staff in accordance with Section 2.3.2 of the UDO to verify the application requirements, processes, and procedures regarding a proposed request. To schedule a meeting, applicants must e-mail a pdf map, drawing, model, site, or sketch plan to the Planning Department ([planning@townofzebulon.org](mailto:planning@townofzebulon.org)) no later than five (5) working days prior to the desired meeting day.

**APPLICATION PROCEDURE** – The applicant requesting a variance must submit an application through the Town of Zebulon GeoCivix Web Portal. As noted below some materials must be brought in person to the Zebulon Planning Department to complete the application process. Access to the GeoCivix portal can be found on the Town of Zebulon Website or through this link (<https://townofzebulon.geocivix.com/secure/>)

- **Materials to Submit through the Town of Zebulon GeoCivix Web Portal:**
  - Completed Application Form
  - PDF Plan Set showing the details of the site as it pertains to the proposed variance request.
  - One (1) Legal Description (metes and bounds) of subject property
  - Certified List of Property Owners within 750 feet of subject property
  - Owner's Consent Form

**BOARD OF ADJUSTMENT REVIEW AND DECISION:** The Board of Adjustment will review the request in accordance with the standards and regulations of Section 2.2.22(D) of the UDO.

**NOTICE OF DECISION:** The formal notice of decision shall be provided to the applicant in accordance with Section 2.3.9 of the UDO.



# APPLICATION FOR VARIANCE

<b>PART 1. DESCRIPTION OF REQUEST/PROPERTY</b>		
Street Address of the Property:	Acreage:	
Parcel Identification Number (NC PIN):	Deed Book:	Deed Page(s):
Existing Zoning of the Property:	Proposed Zoning of the Property:	
Existing Use of the Property:	Proposed Use of the Property:	
Section(s) of UDO requesting variance from:		

<b>PART 2. APPLICANT/AGENT INFORMATION</b>		
Name of Applicant/Agent:		
Street Address of Applicant/Agent:		
City:	State:	Zip Code:
Email of Applicant/Agent:	Telephone Number of Applicant/Agent:	Fax Number of Applicant/Agent:
Are you the owner of the property? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you the owner's agent? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Note: If you are not the owner of the property, you <u>must</u> obtain the Owner's consent and signature giving you permission to submit this application.</b>

<b>PART 3. PROPERTY OWNER INFORMATION</b>		
Name of Property Owner:		
Street Address of Property Owner:		
City:	State:	Zip Code:
Email of Property Owner:	Telephone Number of Property Owner:	Fax Number of Property Owner:
<b><i>I hereby state that the facts related in this application and any documents submitted herewith are complete, true, correct, and accurate to the best of my knowledge.</i></b>		
<b><i>Signature of Applicant:</i></b>	<b><i>Print Name:</i></b>	<b><i>Date:</i></b>
<b><i>Signature of Owner:</i></b>	<b><i>Print Name:</i></b>	<b><i>Date:</i></b>



**PART 4. REQUIRED FINDINGS OF FACT**

In accordance with Section 2.2.22.G.1.a of the UDO, the burden of proof is on the applicant to provide competent and substantial evidence demonstrating how the proposed request will meet the following findings of fact:

1. Unnecessary hardship would result from the strict application of the Ordinance. It shall not be necessary to demonstrate that, in the absence of the variance, no reasonable use can be made of the property.

2. The hardship results from conditions that are peculiar to the property, such as location, size or topography. Hardships resulting from personal circumstances, as well as hardships resulting from conditions that are common to the neighborhood or the general public, may not be the basis for granting a variance.

3. The hardship did not result from actions taken by the applicant or the property owner. The act of purchasing property with knowledge that circumstances exist that may justify the granting of the variance shall not be regarded as a self-created hardship.

4. 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.



**OWNER'S CONSENT FORM**

Name of Project: \_\_\_\_\_ Submittal Date: \_\_\_\_\_

**OWNER'S AUTHORIZATION**

I hereby give CONSENT to \_\_\_\_\_ (type, stamp or print clearly full name of agent) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify I have full knowledge the property I have an ownership interest in is the subject of this application. I acknowledge and agree that, pursuant to Section 2.2.22 of the Town of Zebulon Unified Development Ordinance, that lands subject to a Variance request shall be subject to all the standards, conditions, and plans approved as part of that application. These standards, plans, and approved conditions are perpetually binding on the land as an amendment to this Ordinance and the Official Zoning Map and may only be changed in accordance with the procedures established in this Ordinance. Development located outside the Town of Zebulon's corporate limits shall comply with all Town policies related to annexation and the extension of utilities. I understand that all other applicable standards and regulations of the UDO will remain applicable to the subject lands unless specifically listed as conditions or deviations as part of this request. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I acknowledge that additional information may be required to process this application. I further consent to the Town of Zebulon to publish, copy or reproduce any copyrighted document submitted as a part of this application for any third party. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.

\_\_\_\_\_  
*Signature of Owner*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

**CERTIFICATION OF PROPERTY OWNER**

I hereby certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Zebulon, North Carolina, and will not be returned.

\_\_\_\_\_  
*Signature of Owner*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

\*Owner of record as shown by the Wake County Revenue Department ([www.wake.gov](http://www.wake.gov)). An option to purchase does not constitute ownership. If ownership has been recently transferred, a copy of the deed must accompany this form.