



Application # _____
Date Received: _____
Date of Hearing: _____

TOWN OF BELVILLE
APPLICATION for VARIANCE
BEFORE the BOARD OF ADJUSTMENT

Note: Please obtain a Public Notice sign from the Zoning Code Administrator upon application.

Applicant: Name: _____ Telephone: _____ Fax: _____ Mailing Address: _____ <i>Street/PO Box #</i> _____ <i>City</i> _____ <i>State</i> _____ <i>Zip</i> _____ Signature: _____	Property Owner: Name: _____ Telephone: _____ Fax: _____ Mailing Address: _____ <i>Street/PO Box #</i> _____ <i>City</i> _____ <i>State</i> _____ <i>Zip</i> _____ Signature: _____
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Description of Property under consideration: Street Address: _____ Parcel ID #: _____ Current Zoning: _____	Specific Variance(s) requested: _____ _____ _____ Sections of the Zoning Ordinance(s) from which the variance(s) is requested: _____ _____
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- Please submit the following items to complete your application.** Note: To meet public notice requirements, the application must be complete by the submittal deadline. See the Town Clerk for that date.
1. A written narrative indicating how your proposal meets the following criteria for granting a Variance:
(Note: The Applicant has the burden of proving these criteria by substantial, material and competent evidence.)
 - a. What special conditions and circumstances exist which are peculiar to the subject property?
 - b. Are these special conditions and circumstances applicable to other properties in the same district?
 - c. That the conditions and circumstances do not result from the actions of the applicant.
 - d. Because of these conditions and circumstances, how does the application of the Zoning Ordinance to the subject property deprive the applicant of rights commonly enjoyed by other properties in the same district?
 - e. That granting the variance will not confer on the applicant any special privileges denied by the Zoning Ordinance to other properties in the same district.
 2. A small scale map showing the location of the subject property in relation to existing streets, the size of the property's and adjacent lots, the nature of adjacent property uses, and other important features within and contiguous to the property.
 3. A filing fee of \$400.00 made payable to Town of Belville.
 4. A list of the names and mailing addresses of all adjacent property owners including those properties which would be adjacent if there were not an intervening public right-of-way, along with stamped, letter-sized envelopes addressed to all such adjacent property owners and bearing the return address of the Town of Belville, 497 Olde Waterford Way, Suite 205, Belville, NC 28451.