



Alamance County

Planning Department
1946 Martin Street
Burlington, NC 27217

Unified Development Ordinance Variance Application PLANNING DEPARTMENT

Alamance County Case # _____ - _____ - _____ **NORTH CAROLINA** Date Submitted: _____.

Fee: \$310

A. APPLICANT INFORMATION

Applicant:				
Address:		City:	State:	Zip:
Telephone number:	(W)	(H)		
E-Mail:				
Will an attorney, consultant or other person represent the applicant in this matter?				
Representative:				
Address:		City:	State:	Zip:
Telephone number:	(W)	(H)		
Email:				

➤ **Signature of Applicant:**

I/we the undersigned, do hereby certify that all information given above is true, complete and accurate to the best of my/our knowledge, and do hereby request the Alamance County Board of County Commissioners to take action as sought by this application.

Applicant Print Name

Applicant Signature

Date

All items required by this application must be turned in to the Planning Department, FULLY COMPLETED, by 5:00 p.m. of the prescribed deadline. Incomplete applications will not be accepted. Applications submitted after the deadline will be held until the next deadline for processing.



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B. PROPERTY LOCATION & DISCRIPTION

Township: _____

Tax Parcel ID: _____

Road/Street Name: _____

(Public, State Road #): _____ or (Private): _____

C. EFFECTED ORDINANCE SECTIONS

1. Section & Standard(s)

(Please list all ordinance sections that you are seeking relief from and any specific standards that affect your request(s).)

2. Briefly explain the purpose & intent of this requested variance

(i.e. what is to be accomplished by granting this variance and why your property is unable to comply with the ordinance requirements.)

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3. Please list any hardships related to your property:

D. SUPPLEMENTAL INFORMATION

1. Alamance County does not produce a verbatim transcript of the hearing proceedings. If a verbatim transcript is required, the applicant or party requesting said transcript shall be responsible for arranging, producing and payment of all expenses for the production of said transcript. Alamance County shall in no manner be responsible for providing a verbatim transcript of hearings. Signing this application indicates the applicant's understanding and acceptance of this policy.
2. Application Withdrawal:
 - a) This application may be withdrawn by written request from the applicant, if such request is received prior to submission of the Board of Adjustment hearing notice. In this case, any filing fee will be refunded.
 - b) After proper notice of the hearing, an application may only be withdrawn by action of the Board of Adjustment at the hearing pursuant to the applicants' written or in-person request. After the hearing has been properly notified, the application fee will not be refunded.

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OFFICIAL USE ONLY –DO NOT WRITE BELOW THIS LINE.

Background and Justification (Staff Comments):

Received By Staff: _____
(Staff Signature) (Date)

1. BACKGROUND AND JUSTIFICATION

(Add additional sheets if needed)

2. SITE CONDITIONS

(Add additional sheets if needed)

3. CASE HISTORY

(Add additional sheets if needed)

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4. STAFF RECOMMENDATION

(Add additional sheets if needed)

Hearing Date: _____

Posting Date for Sign at Property: _____

Date of Written Notice to Applicant & Surrounding Property Owners: _____

By action of the Alamance County Board of Adjustment this Variance Request has been:

Approved _____ Denied _____

Chairman, Board of Adjustment:

Print: _____ **Sign:** _____ **Date:** _____

Planning Director: (by signing below confirms that a written summary of the board decision has been transmitted to the property owner/applicant and anyone requesting such decision.)

Print: _____ **Sign:** _____ **Date:** _____

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