



TOWN of WAKE FOREST

Planning Department
Wake Forest Town Hall – 3rd Floor
301 S. Brooks Street
Wake Forest, NC 27587
t 919.435.9510
f 919.435.9539
www.wakeforestnc.gov

VARIANCE APPLICATION

(Last updated: July 2013)

PROCESS INFORMATION:

Submission Requirement: Every applicant for a variance is strongly encouraged to hold a pre-application meeting with the Administrator to discuss the proposed request and to become familiar with the applicable requirements and review procedures of the town. Applicants shall submit variance applications to the Planning Department.

Public Notification: This is a quasi-judicial process that requires a public hearing and public notification including general notice in newspaper and mailed notice to adjacent property owners.

Review Process: Per Section 15.13 of the Wake Forest Unified Development Ordinance (UDO), all applications are to be reviewed for compliance by the Administrator, and then forwarded for to the Board of Adjustment for consideration at a public hearing which are held on an as needed basis in the Wake Forest Town Hall.

Action by Board of Adjustment: After conducting a public hearing, the Board of Adjustment may: deny the application; conduct an additional public hearing on the application; approve the application; or approve the application with conditions. A concurring vote of four-fifths of the members of the Board of Adjustment shall be necessary to grant a variance. The Board of Adjustment shall not grant a variance unless and until it makes all the findings found in Section 15.13.3.B of the Wake Forest Unified Development Ordinance.

FILING INSTRUCTIONS:

- A petitioner must complete this application in full. This application will not be processed unless all information requested is provided.
- The filing fee is \$200.00. **Town of Wake Forest fees & charges are subject to change without notice. Please call 919-435-9510 to confirm current fees & charges.*
- A Sketch Plan shall be provided to accurately reflect the nature of the variance. The Sketch Plan shall show in simple sketch form the shape & dimensions of the lot on which the proposed building or use is to be constructed or conducted as well as all information listed in Section 15.4.2 of the Wake Forest Unified Development Ordinance.
- The petitioner, or his duly authorized agent, shall submit with the application a list of all adjoining property owners within one hundred feet of the proposed variance request, with the current mailing address of each. These adjoining property owners will be notified of the proposed request by the Planning Department.
- The application must be signed by the owner or by an authorized agent of the subject property and notarized.

For Department Use Only:

Submittal Date: _____

Received By: _____

Case No: _____

PROPERTY INFORMATION:

Property Address/Location: _____

Tax Parcel Number(s): _____
Current Land Use: _____
Size of Property (in acres): _____
Zoning Classification: _____

VARIANCE REQUEST INFORMATION:

Section(s) of Unified Development Ordinance to which variance is requested: _____

Description of variance request: _____

Proposed Conditions Offered by Applicant: _____

FACTORS RELEVANT TO THE ISSUANCE OF A VARIANCE:

Section 15.13.3 of the UDO requires the compliance of the following findings of fact in order for the Board of Adjustment to grant a variance. In the spaces provided, indicate the *facts* that you intend to show and the arguments that you intend to make to convince the Board it can properly reach each of the three required findings.

1. That there are practical difficulties or unnecessary hardships in the way of carrying out the strict letter of the ordinance such that if the applicant complies with the provisions of the ordinance, the property owner seeking the variance will be denied reasonable & significant use of his/her property.

If he/she complies with the provisions of the ordinances, the property owner can secure no reasonable return from, or make no reasonable use of his property.

Statement by Applicant:

The hardship of which the applicant complains results from unique circumstances related to the applicant's land.

Statement by Applicant:

The hardship is not the result of the applicant's own actions.

Statement by Applicant:

2. That the variance is in harmony with the general purpose and intent of the UDO and is the minimum necessary to afford relief.

Statement by Applicant:

3. That the public safety and welfare have been assured and substantial justice has been done.

Statement by Applicant:

GENERAL INFORMATION:

Submission Date:	Case No:
Property Owner:	Phone No.:
Address:	Email:
City, State, Zip:	Fax:

Applicant (if different from property owner):	Phone:
Address:	Email:
City, State, Zip:	Fax:

Adjoining Property Owners
(property within 100' of the site, exclusive of rights of way)

Name	Current Mailing Address (based on current tax records)	Tax Map Number
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		