



TOWN of  
YOUNGVILLE

Planning and Zoning Department  
Youngville Town Hall  
134 US 1A South  
Youngville, NC 27596  
t 919-925-3401  
f 919-925-3402

APPEAL of an ADMINISTRATIVE DECISION and/or  
INTERPRETATION of the ZONING ORDINANCE APPLICATION

Boards of Adjustment in North Carolina function as a quasi-judicial body. Therefore, ex parte contact between applicants, other interested persons, or their respective representatives and members of the Board is inappropriate and not permitted.

PROCESS INFORMATION and FILING INSTRUCTIONS

1. To qualify as an applicant for an appeal of an administrative decision and/or interpretation of the zoning ordinance, the applicant must constitute an aggrieved party to such adverse decision and/or interpretation.
2. The applicant must complete this application in full. This application will not be processed unless all information requested is provided.
3. In order to be considered by the Board of Adjustment, applications must be filed with the Town of Youngville Planning and Zoning Department within thirty days of the order, requirement, decision, or other determination of the officer from whom the appeal is taken. The appeal hearing will be scheduled for the first Board meeting available.

The Youngville Board of Adjustment meets in the Youngville Community House, located at 115 E. Main Street. The meetings are held quarterly (February, May, August, and November) the first Thursday of the month, unless the Board should deem it necessary to meet otherwise.

4. Please see the adopted fee schedule for the current filing fee. The Board, in its discretion, may waive any and all appeal fees for prevailing parties.
5. For additional information or assistance, call the Planning Department at 919-925-3401.

For Department Use Only:

BOA Case #: \_\_\_\_\_

Disposition Date: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_



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GENERAL INFORMATION

Applicant Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

PROPERTY INFORMATION

Property Address/Location: \_\_\_\_\_

Tax Parcel #(s): \_\_\_\_\_

APPEAL INFORMATION

I/we hereby appeal to the Board of Adjustment from the following decision/interpretation of the administrative officer:

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

This decision/interpretation was made with respect to the property located at:

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

I/we hereby request an interpretation of:

- the Official Zoning map;
- the following section(s) of the Youngville Development Ordinance:

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

Insofar as the map and/or the ordinance relate to the use of the property described above.



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STATEMENT OF APPELLANT

In the space provided below, or on a separate sheet of paper, present your interpretation of the ordinance provisions in question and state what reasons you have for believing that your interpretation is the correct one.

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**SIGNATURES**

I/we the undersigned do hereby certify that all information presented in this application is accurate to the best of my/our knowledge, information, and belief.

\_\_\_\_\_  
(Applicant Print Name)

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Date)