



TOWN of YOUNGVILLE

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

VARIANCE APPLICATION

PURPOSE OF VARIANCE - A Variance is the official allowance of a variation from the dimensional requirements of the Youngsville Development Ordinance or other development regulations. An applicant for a variance must demonstrate valid reasons which create a need for a Variance. These reasons cannot be strictly economic in nature but must generally involve some physical problem with the subject property which will not allow it to be developed in a reasonable manner if Town development regulations are followed literally, such as a lot which is substandard in area or width.

BOARD OF ADJUSTMENT - The Board of Adjustment, or BOA, is the official Town Board that considers requests for variances. The BOA receives sworn testimony at its meetings and issues decisions on variance requests based on this testimony. It is the responsibility of each applicant for a Variance to attend the BOA meeting and present sworn testimony in support of the request. 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. Each applicant shall hold a pre-application meeting with the Planning and Zoning Administrator to discuss the proposed variance and to become familiar with the applicable requirements and the variance process. Applicants shall submit variance applications to the Planning and Zoning Department
2. The applicant must complete this application in full. **This application will not be processed unless all information requested is provided.** Failure to provide complete, specific detailed information may result in a denial or delay of the BOA's decision.
3. This is a quasi-judicial process that requires an evidentiary public hearing and public notification including mailed notice to adjacent property owners and a sign posted prominently on the property (Section 6.1-4 of the Youngsville Development Ordinance).
4. Per Section 6.1-3 of the Youngsville Development Ordinance (YDO), all applications are to be reviewed for compliance by the Planning and Zoning Administrator, and then forwarded to the BOA for consideration at a public hearing which are held quarterly (February, May, August, and November) the first Thursday of the month at Youngsville Town Hall, which is located at 134 US 1-A South.
5. After conducting an evidentiary public hearing, the Board of Adjustment may: deny the request, conduct an additional evidentiary public hearing regarding the request, grant the request, or grant the request with conditions. A concurring vote of four-fifths of the members of the BOA shall be necessary to grant a variance. The BOA shall not grant a variance unless it makes all the findings found in Section 6.1-6 of the YDO.



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6. Please see the Zoning and Subdivision Development Fee Schedule for the current filing fee.
7. For additional information or assistance, call the Planning Department at 919-925-3401.

For Department Use Only:

BOA Case #: _____

Approval Date: _____

Submittal Date: _____

Receipt Number: _____

Authorized Signature: _____



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GENERAL INFORMATION

Applicant Name: _____

Mailing Address: _____

Property Address (if different from mailing): _____

Phone: _____ Email: _____

Property Owner Name (if different from applicant): _____

Address: _____

Phone: _____ Email: _____

PROPERTY INFORMATION

Property Address/Location: _____

Tax Map ID/PIN: _____ Zoning Classification: _____

Lot Dimensions: Length: _____ Principal Structure Dimensions: Length: _____

(as applicable) Width: _____ (as applicable) Width: _____

Size (in acres): _____ Height: _____

Accessory Structure Dimensions: Length: _____

(as applicable) Width: _____

Height: _____

VARIANCE INFORMATION

I/we hereby request from the Board of Adjustment the following variance:



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FACTORS RELEVANT TO THE ISSUANCE OF A VARIANCE

Section **6.1-6** of the YDO requires compliance with 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 to convince the Board it can properly reach each of the four required findings. Please attach additional pages if necessary.

1. Explain how the strict application of the ordinance would result in an unnecessary hardship. It shall not be necessary to demonstrate that, in the absence of the variance, no reasonable use can be made of the property.

2. Explain how 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, shall not be the basis for granting a variance.

3. Explain how 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 a variance shall not be regarded as a self-created hardship.

4. Explain how 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.



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SIGNATURES

I, as the landowner, hereby certify that all the information contained herein is true to the best of my knowledge; and by accepting this application (if approved) shall in every respect conform to the terms of this application and to the provisions of the Youngville Development Ordinance. Any violation of the terms stated immediately revokes this Petition and any other permits issued in reliance upon the same. I further acknowledge that no work will begin, use started, or building occupied until the proper Town of Youngville Certificate of Zoning Compliance and/or Franklin County Building Permit has been issued, if necessary.

(Applicant Print Name)

(Applicant Signature)

(Date)