



Board of Adjustment Variance Application

Town of Navassa

334 Main St., Navassa, NC 28451 : Phone 910.371.2432 : Fax 910.371.0041

www.townofnavassa.org

Application # _____

Date of Action: _____

Date Received: _____

Approved _____ Deny _____

Applicant: Name: _____ Telephone: _____ Fax: _____ Mailing Address: _____ Street/PO Box # _____ City _____ State Zip _____ Signature: _____	Property Owner: Name: _____ Telephone: _____ Fax: _____ Mailing Address: _____ Street/PO Box # _____ City _____ State Zip _____ Signature: _____
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Description of Property under consideration: Street Address: _____ Parcel ID #: _____ Current Zoning: _____	Specific Variance(s) requested: _____ _____ Town Code Section(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 Planner for that date.

1. A written narrative indicating how your proposal meets the following criteria for granting a Variance: (Note: It is the Applicant's responsibility to demonstrate compliance with these criteria.)
 - a. What extraordinary and exceptional conditions pertain to the peculiar piece of property?
 - b. Do these conditions apply generally to other property in the vicinity?
 - c. Because of these conditions, how does the application of the ordinance to the particular piece of property effectively prohibit or unreasonably restrict the utilization of the property?
 - d. How will granting the variance not be of substantial detriment to adjacent property or to the public good, and how will the character of the district not be harmed by the granting of the variance?
2. A scaled drawing of the property which shows: (a) property lines and existing buildings and other site improvements, (b) the extent of the proposed variance(s) on the property, (c) the nearest buildings on adjacent lots, and (d) any topographic or other features which you consider to be extraordinary and exceptional conditions.
3. A filing fee of Minor - \$200.00 (for parcels less than 5 acres) and a filing fee of Major - \$400.00 (for parcels 5 acres or greater) in the form of cash, or check made payable to Town of Navassa.