



TOWN OF PLYMOUTH
PLANNING, ZONING & BUILDING INSPECTIONS
Plymouth Town Hall
124 E. Water Street
Plymouth, NC 27962
(252) 793-9101

VARIANCE APPLICATION

Complete this application in full. In order to ensure that the proposed Variance request complies with Town regulations, we recommend that the applicant review the Town of Plymouth's Zoning Ordinance located on the Town of Plymouth website.

All application fees are charged per application and are non-refundable and non-transferrable once the application has been processed. Applications will not be processed unless fees have been paid in full.

All responses must be legible and filled out completely. Illegible and/or incomplete applications will be returned to the applicant. Please submit application and supporting documents with fees to the Town of Plymouth Planning Department via delivery or U.S. Mail.

The average Variance application timeline is usually 30 days from date of completed, accepted application to Board of Adjustment hearing and decision. However, hearing schedules are not guaranteed and subject to change.

PLEASE COMPLETE ALL SECTIONS OF THE APPLICATION
INCOMPLETE APPLICATIONS WILL BE RETURNED TO APPLICANT
INDICATE 'NOT APPLICABLE' OR 'N/A' WHERE APPROPRIATE

SECTION A – APPLICANT INFORMATION

Landowner's Name: _____

Street Address: _____

Town /State/Zip Code: _____

Phone Number: _____ Email Address _____

Applicant (if different from owner): _____

Street Address: _____

Town /State/Zip Code: _____

Phone Number: _____ Email Address _____

Signature: _____

SECTION B – PROPERTY INFORMATION

1. Property Address: _____

2. Tax Parcel ID No. _____

3. Deed Book _____ Page _____

4. Location: This property is located on the _____ (direction) side of
_____ (street) SR# _____

5. Zoning Classification: Existing _____

6. Overlay District _____

7. Lot/Tract Size _____ (acres)

8. Street Frontage/Width _____ (feet) Depth _____ (feet)

9. Flood Plain _____

SECTION C – NOTIFICATION

All property owners abutting the property being considered for a Variance must be mailed an Adjacent Property Owner Notification a minimum of 10 days prior to the Board of Adjustment meeting. The applicant is responsible for supplying a list of the current names and mailing addresses and for these property owners. The most up-to-date property owner information may be obtained from the Washinton County Tax Department.

SECTION D – APPLICATION REQUIREMENTS

All written materials and photographs must be a minimum of 8½" x 11" paper; maps, surveys, and plans must be a minimum size of 11"x17". Please plan to attend all meetings to present evidence as to the congruity of your proposal; failure to attend may result in a delay or denial of your application.

1. Legal Description & Property Survey: Attach a complete legal description (metes and bounds) of the property. Provide an existing survey of the property, with a scale indicating dimensions.
2. Requested Use: Attach a written description of the requested variance, include examples of the items sold and/or services offered if applicable. Please reference the appropriate Ordinance article and subsection, addressing each of the required development standards associated with the special use.
3. On-site and surrounding land uses: Provide detailed responses to the following questions:
 - a. What is on the property now?
 - b. What land uses are on the surrounding properties and in the general vicinity?
 - c. How will the land use you are requesting affect the surrounding properties, residents and businesses in the area? Describe in detail why it will or will not affect the surrounding area.
4. Board Considerations for Findings of Fact: Include responses to the following to indicate how:
 - a. The variance will not be contrary to the public interest.
 - b. That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same district.

- c. That literal interpretation of the provisions of this chapter would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this chapter.
- d. That the special conditions and circumstances do not result from the actions of the applicant.
- e. That granting the variance requested will not confer on the applicant any special privilege that is denied by this chapter to other land, structures, or buildings in the same zoning district.

*****APPLICATION CONTINUES ON NEXT PAGE*****

SECTION E – AUTHORIZATION

NOTE: IF THE PERSON REQUESTING THE TOWN OF PLYMOUTH, TO TAKE ACTION ON A PARTICULAR PIECE OF PROPERTY IS NOT THE OWNER OF THE PROPERTY, OR UNDER CONTRACT TO PURCHASE, THEN THE ACTUAL OWNER OF THE LAND MUST COMPLETE THIS FORM WITH HIS/HER SIGNATURE NOTARIZED. IF THE PROPERTY OWNER IS THE APPLICANT, PLEASE COMPLETE THE SECTION BELOW AND SIGN AS INDICATED.

FAX, SCAN, OR COPY IMAGES OF THE ORIGINAL DOCUMENT WILL NOT BE ACCEPTED.

I, _____ (LANDOWNER'S NAME) am the owner of the property located in the Town of Plymouth planning jurisdiction at:

Street Address and/or PIN _____

I hereby authorize _____ (OWNER OR APPLICANT'S NAME) to appear with my consent before the Town of Plymouth Board of Adjustment in order to request a Variance for the above noted location. I authorize the Town of Plymouth to advertise and the applicant to present this matter in my name as the owner of the property. I hereby authorize Town Officials to enter my property to conduct relevant site inspections as deemed necessary to process the application. All information submitted and required as part of the approval process shall become public record. I, as the land owner, hereby CERTIFY THAT THE INFORMATION CONTAINED HERIN IS TRUE TO THE BEST OF MY KNOWLEDGE; AND BY ACCEPTING THIS Variance application, if approved, shall in every respect conform to the terms of this application and to the provisions of the Statutes and Ordinances regulating development in Town of Plymouth. Any VIOLATION of the terms above stated and/or Town Code regulations will result in civil penalties. If there are any questions, you may contact me at:

Street Address: _____

Town /State/Zip Code _____

Phone Number: _____

Email Address: _____

Owner's Signature: _____



TOWN OF PLYMOUTH PROCEDURAL PROCESS FOR VARIANCE AND SPECIAL USE PERMIT APPLICATIONS

