



# Anson County Planning Department

## Variance Procedures Variance Application

### PROCEDURES

#### Pre-Filing Conference

A pre-filing conference is recommended for anyone planning to file an application. This informal meeting allows staff to provide guidance in identifying the most appropriate zoning district for the proposed use. This should be scheduled in the weeks prior to the submission deadline.

#### Filing

Filing for a variance requires:

- ❖ A complete and signed application form;
- ❖ Application Fee;
- ❖ A Zoning Sketch Plan and a legal description of the property.

These items must be submitted by noon on the submittal deadline date listed below. Failure to submit the required items on time may delay the processing of the application and scheduling of the public hearing. It is recommended that the application be hand delivered to the Planning Department.

#### **2007 Planning Board Schedule**

| <b>Application Submittal Deadline</b> | <b>Planning Board Meeting</b> |
|---------------------------------------|-------------------------------|
| July 10                               | August 2                      |
| August 14                             | September 6                   |
| September 11                          | October 4                     |
| October 9                             | November 1                    |
| November 13                           | December 6                    |
| December 11                           | January 3                     |
| January 15                            | February 7                    |
| February 12                           | March 6                       |
| March 11                              | April 3                       |
| April 8                               | May 1                         |
| May 13                                | June 5                        |
| June 10                               | July 10                       |

#### Review Process

Each application will be heard before the Board of Adjustment on the scheduled night at **6:00 p.m.** The Board of Adjustment will hold a public hearing, review the application and make a recommendation to the Board of County Commissioners. **(The Clerk to the Board of County Commissioners will provide the date and time of the hearing.)**

#### Notice

Notification of a public hearing is required under state law. This consists of:

- ❖ Notice by posting of a sign on the subject property approximately twelve (12) days prior to the public hearing.
- ❖ Notice by newspaper advertisement in the Legal Section of the *Anson County Record*. The ad is published twice – approximately twelve (12) days and seven (7) days prior to the meeting.
- ❖ Notice by first class mail, to all adjoining and contiguous property owners approximately twelve (12) days before the meeting.

#### Withdrawals

A request to withdraw must be made in writing, signed by the applicant and submitted to planning staff. If the withdrawal is submitted prior to any public notification, a refund may be made and attendance at the meeting is not required.

If public notification has already been made, a withdrawal may only be granted by the Board of Adjustment. Attendance at the meeting is required, and the applicant is not eligible for a refund.



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### Continuances

A continuance of a request may only be granted by the Board of Adjustment. Attendance at the meeting is required. If granted, the Board of Adjustment will set a new date for the public hearing. The Board of Adjustment may only continue a request for a total of sixty (60) days.

### Meeting Format

The applicant or his/her representative must be present for the public hearing. The Board of Adjustment meetings are held in the EOC Conference Room, 107 E. Ashe Street, Wadesboro.

During the public hearing, the applicant, his/her representative, or anyone in favor may address the Board of Adjustment. Next, anyone wishing to speak on the request may address the Board of Adjustment. Finally, a rebuttal period and a question and answer period from the Board of Adjustment will follow.

Any maps, photographs, diagrams and other presentation materials may be incorporated into the public hearing presentation. Any materials presented to the Board of Adjustment must remain with the case file.

### Outcomes

A majority favorable vote constitutes a favorable recommendation of the request from the Board of Adjustment to the Board of County Commissioners. A request receiving less than a majority favorable vote or an unfavorable vote to deny constitutes a negative recommendation from the Board of Adjustment to the Board of County Commissioners.

### Appeals

Appeals of final decisions by the Board of County Commissioners may be appealed by anyone to

Superior Court within thirty (30) days of the decisions.



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Date Submitted: \_\_\_\_\_ Fee: \$200.00 Case Number: \_\_\_\_\_

**Provide the required information as indicated below.** This application will not be processed until the application fees are paid; the form below is completed and signed; and all required maps, plans and documents have been submitted to the satisfaction of the Clerk to the Planning Board. Additional sheets for tax references and signature blocks are available upon request.

**Applicant:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

The property is located at \_\_\_\_\_

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in \_\_\_\_\_ township, being a total of \_\_\_\_\_ acres.

**Current zoning:** \_\_\_\_\_

**Land use of adjacent property:**

North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_



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Property Tax ID# \_\_\_\_\_

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Property Tax ID# \_\_\_\_\_

### Development Conditions:

Describe the nature of the request.

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

Is the request the result of a violation notice?  Yes  No

State the reason(s) that make the granting of the requested variance from the terms of the county ordinance necessary.

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

How would this variance affect other property in the area?

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



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*I hereby agree to conform to all applicable laws of Anson County and the State of North Carolina and certify that the information provided is complete and accurate to the best of my knowledge. I acknowledge that by filing this application, representative from the Anson County Planning Department may enter the subject property for the purpose of investigation and analysis of this request.*

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

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Phone Number

