



Franklin County Variance Application

Franklin County Planning & Inspections
"Working Today to Help Build a Better Tomorrow"

215 East Nash Street
Louisburg, NC 27549
Phone (919) 496-2909 / Fax (919) 496-2637

Purpose:

A Variance is a permit that enables the property owner to make use of their property in a way that conflicts with the literal interpretation of the ordinance. More specifically, a Variance grants relief from the Unified Development Ordinance. A typical Variance request involves setback requirements. Use Variances are not permitted pursuant to state law.

The following outline is the procedure for applying for a Variance. The Applicant is advised to discuss the Variance Request with Planning Staff before applying.

Procedure:

1. Obtain Variance Packet and discuss with Planning Staff. The packet will include: Application submission requirements, Board of Adjustment deadlines and meeting dates.
2. Applicant is to fill out the application.
 - Note: Be sure to provide as much information as possible.
 - Note: Applications require site plans.

Site Plans should show the following:

 - Structure: Location and approximate size of all existing and proposed buildings and structures within the site and on the lots adjacent thereto.
 - Lot dimensions.
 - Note: Site plans prepared by a surveyor may be required.
3. The applicant will need to bring the application back to the Planning Department prior to the deadline along with a \$500.00 fee.
 - Note: The fee must be paid with the submittal of the application.
4. Planning Staff will prepare a staff report to be sent to Board of Adjustment members.
 - Note: The report will contain a copy of the signed petition, a map prepared by the planning department, pictures of the property, site map prepared by the applicant, and other information that the applicant provides to support their request.
5. Planning Staff will send a letter to all adjacent property owners informing them of the Public Hearing.



Franklin County Variance Application

Franklin County Planning & Inspections

“Working Today to Help Build a Better Tomorrow”

6. Planning Staff will post the applicant’s property with a Public Hearing Sign two weeks prior to the meeting date.

7. The meeting will be held on the assigned date.
 - Note: Board of Adjustment meets on the 4th Monday of each month.
 - Note: The property owner is required to be in attendance to answer any questions and provide all information necessary as requested by the Board.
 - Note: In order for a Variance to be granted, four (4) out of five (5) members must vote in favor of the Variance request.



Franklin County Variance Application

Franklin County Planning & Inspections
"Working Today to Help Build a Better Tomorrow"

For Administrative Use Only

Project #	
Fee Paid	
BOA Date	

215 East Nash Street
Louisburg, NC 27549
Phone (919) 496-2909 / Fax (919) 496-2637

Property Owner Information

Property Owner: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Phone #: () - _____ Fax #: () - _____
E-mail Address: _____

Applicant Information

Applicant: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Phone #: () - _____ Fax #: () - _____
E-mail Address: _____

Property Information *For multiple properties please attach an additional sheet.*

Property Address: _____
Township: _____
Tax Map Number: _____ PIN (parcel identification #): _____
Type of Petition: _____
Existing Zoning: _____
Existing Use: _____ Land Use Designation: _____
Acreage: _____ Road Frontage: _____

Deed Reference

- Metes and bounds description attached
- Site plan/sketch of proposal attached



Franklin County Variance Application

Franklin County Planning & Inspections

“Working Today to Help Build a Better Tomorrow”

Statement of Justification

1. Application submitted for a variance from the Zoning Ordinance as follows: *Please explain below:*

2. Answer the following Findings of Fact:

A variance may be granted by the board of adjustment if it concludes that strict enforcement of the Ordinance would result in unnecessary hardships for the applicant and that, by granting the variance, the spirit of the Ordinance will be observed, public safety and welfare secured, and substantial justice done. It may reach these conclusions if it finds that:

(1) Unnecessary hardship would result from the strict application of the ordinance. It shall not be necessary to demonstrate that, in the absence of a variance, no reasonable use be made of the property.

(2) 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, may not be the basis for granting a variance.



Franklin County Variance Application

Franklin County Planning & Inspections
"Working Today to Help Build a Better Tomorrow"

- (3) The hardship did not result from actions taken by the applicant or the property owner. The act of purchasing property with knowledge that the circumstances exist that may justify granting of a variance shall not be regarded as self-created hardship.
-
-
-

- (4) 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.
-
-
-

In granting any variance, the Board of Adjustment may impose reasonable conditions concerning the use or development of the subject property to:

- insure that the criteria for the granting of such approval will be complied with; and
- reduce or minimize any potentially injurious effect of the variance of development standards on adjoining properties, the character of the neighborhood, or the health, safety, morals, or general welfare of the community.

Property Owners' Signature

_____ Date _____
Please sign in blue or black ink

Applicants' Signature

_____ Date _____
Please sign in blue or black ink