

SUBMITTAL

Applicant files Variance or Special Use Permit application with the Planning Department and pays the required application fee by the submittal deadline for the meeting they would like the Board of Adjustment to consider their application.

BOARD OF ADJUSTMENT MEETING

The Board of Adjustment reviews Planning Staffs' analysis and recommendation; receives comments from the applicant and the public and approves or denies the application request

DENIAL OF APPLICATION

Simple majority vote of Board of Adjustment required

Reasons for denial provided in writing to the applicant

Any party aggrieved by the Board of Adjustment decision may file a petition with the clerk of superior court by the later of 30 days after the decision is effective or after a written copy of it is given in accordance with G.S. 160D-406(j).

APPROVAL OF APPLICATION

Four-fifths vote of the Board of Adjustment required

Conditions and/or supplemental requirements must be attached to Special Use Permit approval or Variance approval letter