



TOWN OF CLAYTON
PLANNING DEPARTMENT
111 E Second Street
Clayton, NC 27520
919-553-5002

**REASONABLE ACCOMMODATION
VARIANCE COVERSHEET**

Name of Project: _____ Date: _____

Applicant Name: _____

The following checklist to be completed by applicant. All materials must be submitted in PDF format.

Pre-Application Meeting on: _____
Note: Pre-application meeting must be held no more than 6-months prior to submittal.

Neighborhood Meeting on: _____
Note: Neighborhood meeting must be held no more than 60-days prior to submittal.

- Review Fee
- Completed Application
- Owner's Consent Form
- List of Property Owners within 300 feet of subject parcel(s)
- Neighborhood Meeting Materials

PROPERTY OWNER INFORMATION

Name: _____

Mailing Address: _____

Phone Number: _____ Fax: _____

Email Address: _____

EXPLANATION OF PROJECT

Please provide detailed information concerning all requests. Attach additional sheets if necessary. You must specify the specific code section(s) you are requesting a Variance from.

REQUIRED FINDINGS OF FACT

Please provide a response to each Finding of Fact listed below. Attach additional sheets if necessary. A Reasonable Accommodation Variance application shall be approved subject to a finding by the Board of Adjustment that the proposed accommodation:

- 1. Will be used by an individual or individuals with a disability or handicap protected under federal law.

- 2. Is the minimum needed to provide the accommodation.

- 3. Is reasonable and necessary.

APPLICANT AFFIDAVIT

I understand that by signing this application I am legally bound to the representation, terms, and conditions herein. By signing below, I certify that I was technically able to read and had a reasonable opportunity to read this disclosure. I further acknowledge that I am authorized to submit this application, and any subsequent revisions thereto, and confirm having obtained permission from the property owner/occupant for the application and the Town's entry onto the property, if applicable. I further authorize Town of Clayton representatives to enter the site for purpose of conducting inspections or evaluations to determine compliance with applicable laws, policies, and manuals. I hereby certify that all of the information provided in this application and any attached documents is true, accurate, and complete to the best of my knowledge. I understand that any false information may result in rejection of the application or revocation of the permit or plan. I understand this submittal with its related materials and all attachments become official records of the Town of Clayton, North Carolina, and will not be returned. I understand this application and any communication, approval, or resulting permits issued as a result of this application are subject to disclosure pursuant to the North Carolina Public Records Act. I also acknowledge that, pursuant to NCGS § 143-755(b1), failure to respond to Town comments or holding the permit application on hold for six consecutive months or more will result in the cessation of review and forfeiture of all application fees, requiring a new application under current regulations. I shall not hold the Town of Clayton, its officers, employees and agents liable for any claims, losses, liabilities, expenses, charges or damages arising from or relating to incomplete, inaccurate, or false applications, or any additional supplemental applications, with respect of any cause arising out of, resulting from, or in connection with the application or permit.

Print Name

Signature of Applicant

Date

VISION | A welcoming & engaged community that cherishes its charming local character & promotes economic vitality, environmental stewardship, safety, & opportunities for all.

MISSION | Dedicated & responsive public servants who provide essential services that bring people together & promote quality of life in the Clayton community.

VALUES | RESPONSIBILITY • COMMUNITY • COMMITMENT • RESPECT