



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

**ZONING / SUBDIVISION 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

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



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**Zoning / Subdivision Variance
 Application**

www.ClaytonNC.org/Fees
 Applicable Fees: Variance Fee

PROJECT & SITE INFORMATION

Name of Project: _____
 Acreage of Property: _____ Current Zoning District: _____
 County Tag #: _____ NC Pin #: _____
 Address/Location: _____
 Existing Use: _____

Are you submitting the application under the ordinances and policies in effect at the time of the application for review by the Town of Clayton? Yes No

If you answered "No" to the question above, please specify the ordinance(s) and/or policy(ies), including version(s), under which the application is being submitted: _____

Note: Supporting documentation must be submitted with the application.

APPLICANT INFORMATION

Applicant: _____
 Mailing Address: _____
 Phone Number: _____ Fax: _____
 Contact Person: _____
 Email Address: _____

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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 Zoning/Subdivision Variance application shall be approved subject to a finding by the Board of Adjustment 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 the Variance, no reasonable use can 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 conditions that are common to the neighborhood or general public, may not be the basis for granting a Variance.

3. The hardship did not result from actions taken by the applicant or landowner. The act of purchasing property with knowledge that circumstances exist that may justify the granting of the Variance shall not be regarded as a 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.

5. The Variance is the minimum necessary to make possible the reasonable use of the land, building, or structure.

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

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