

**Catawba County Application for a Board of Adjustment Decision**

Applicant \_\_\_\_\_ Phone # \_\_\_\_\_  
Applicant's Fax \_\_\_\_\_ Applicant's Email \_\_\_\_\_  
Applicant's Mailing Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Property Owner \_\_\_\_\_ Phone # \_\_\_\_\_  
Property Owner's Mailing Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Parcel 911 Address \_\_\_\_\_ PIN # \_\_\_\_\_  
Subdivision Name and Lot # \_\_\_\_\_

Type of Application:

- Special Use Permit**
  - A detailed site plan and the general information listed below shall be submitted with the application.
  - Special Use requested including Unified Development Ordinance Section Reference \_\_\_\_\_
  - Documentation must be submitted addressing all standards found in UDO Section 44-328(f)(2) and the specific criteria for the special use.
  
- Variance**
  - Documentation must be submitted supporting all criteria found in UDO Section 44-329 (f)(1).
  - A plot plan sealed by a licensed professional and the general information listed below must be included with the application.
  
- Extension or Change of a Nonconforming Use**
  - A detailed site plan and the general information listed below shall be submitted with the application.
  - Documentation must be submitted addressing all standards found in UDO Section 44-704(b)(4).
  
- Appeal**
  - An appeal must be submitted in writing and filed with the recording secretary of the board of adjustment within 30 days of the date of the Planning Director's decision. UDO Section 44-202, 44-331

**General Information to be attached:**

- 10 copies of plan at a scale no smaller than 1 inch equals 200 feet, on either a 18 x 24 or 24 x 36 inch map and either one 8.5 x 11 or 11 x 17 inch map (including digital copies in .pdf or .jpg format); complete application and any attachments.
- If applicable, a legal description of the property
- If applicable, a detailed statement of all other circumstances, factors, and reasons, which applicant offers in support of the appeal.
- Appropriate completed checklist (special use permit, variance, extension or change of a nonconforming use) found in Procedures Manual.
- Filing Fee: Per Catawba County Fee Schedule

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_