

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 or Subdivision Review Board's decision. UDO Section 44-202, 44-331, 44-346

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 _____