



## Variance Permit

So that we may efficiently review your project in a timely manner, it is important that all required documents and fees listed on this form below are submitted with your application. Please either bring this application to the address above or email to bbarcroft@kannapolisnc.gov. The fees may also be paid online with a link provided by staff.

### VARIANCE PERMIT REQUEST

**Variance** – Request for Variance as required by Section 2.5.D of the Kannapolis Development Ordinance (KDO).

*Approval authority – Board of Adjustment.*

Property Address: \_\_\_\_\_

Applicant: \_\_\_\_\_

### SUBMITTAL CHECKLIST

Pre-Application Meeting

Variance Checklist and Application – Complete with all required signatures

Plot/Site Plan showing the variance

Fee: \$325.00 (\$300 Application Fee + notification fee [see Fee Schedule])

Please mark this box to authorize aerial drone photography of the site

### PROCESS INFORMATION

**Public Notification:** This is a quasi-judicial process that requires a public hearing and public notification including first-class mailed notice to adjacent property owners and a sign posted prominently on the property (Section 2.4.F of the KDO).

**Review Process:** All applications will be reviewed for compliance and then forwarded to the Board of Adjustment for consideration at a public hearing which is held monthly on the first Tuesday at 6:00pm in City Hall Laureate Center. **The pre-application meeting, submittal of the application and site plan, and payment of fees, must be completed prior to scheduling the public hearing. Please review Section 2.4.D of the KDO.**

**Action by Board of Adjustment:** After conducting a public hearing, the Board of Adjustment may: deny the application; conduct an additional public hearing on the application; approve the application; or approve the application with conditions.

**Scope of Approval:** A concurring vote of four-fifths of the members of the Board shall be necessary to grant a variance. A variance is not a right. It may be granted to an applicant only if the applicant establishes compliance with the hardship criteria established in NCGS §160D-705(d). (See Variance application for hardship criteria.).

*By signing below I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if incomplete.*

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



## VARIANCE APPLICATION

*Approval authority – Board of Adjustment*

### Applicant Contact Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Property Owner Contact Information same as applicant

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Project Information

Project Address: \_\_\_\_\_ Zoning District \_\_\_\_\_

Parcel PIN: \_\_\_\_\_ Size of property (in acres): \_\_\_\_\_

*I, \_\_\_\_\_, hereby petition the Board of Adjustment for a Variance from the literal provisions of the Unified Development Ordinance because, under the interpretation given to me by the Planning Administrator, I am prohibited from using the parcel of land described above in a manner shown by the plot plan attached.*

Ordinance provision(s) from which a variance is requested: \_\_\_\_\_  
\_\_\_\_\_

This is what I want to do *(attach separate sheet if necessary)*: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

### APPROVAL CRITERIA

The Board of Adjustment does not have unlimited discretion in deciding whether to grant a Variance. The Board is required to reach four conclusions before it may issue a Variance. In the spaces provided below, indicate the facts that you intend to show and the arguments that you intend to make to convince the Board that it can properly reach these four required conclusions:

**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. [It is *not* sufficient that failure to grant the Variance simply makes the property less valuable.] (State *facts* and arguments in support of this conclusion)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. The hardship results from conditions that are peculiar to the property, such as location, size, or topography.**

Hardships resulting from personal circumstances, as well as hardships resulting from conditions that are common to the neighborhood or the general public, may not be the basis for granting a Variance. (State *facts* and arguments to show that the Variance requested represents the least possible deviate from the letter of the ordinance that will allow a reasonable use of the land and that the use of the property, if the Variance is granted, will not substantially detract from the character of the neighborhood.)

---

---

---

**3. The hardship did not result from actions taken by the applicant or the property owner.**

The act of purchasing property with knowledge that circumstances exist that may justify the granting of a variance shall not be regarded as a self-created hardship. (State *facts* and arguments in support of this conclusion.)

---

---

---

**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.**

(State *facts* and arguments to show that, on balance, if the Variance is denied, the benefit to the public will be substantially outweighed by the harm suffered by the applicant.)

---

---

---

---

***I certify that all of the information presented in this application is accurate to the best of my knowledge, information and belief.***

---

Applicant Signature

---

Date

---

Property Owner Signature

---

Date