

TOWN OF HOLLY SPRINGS ADMINISTRATOR APPEAL PACKET



General Information

A Sketch Plan Review (Pre-Submittal) Meeting must be held a minimum of five (5) business days prior to but no more than 8 weeks before the Petition Submittal Deadline as specified on the appropriate submittal calendar. Please email developmentervices@hollyspringsnc.gov to schedule a Sketch Plan Review (Pre-Submittal) Meeting. For more information, contact Development Services at (919) 557-3908, select option 3 from the menu.

FOR MORE INFORMATION:

Current Fee Schedule:

www.hollyspringsnc.us/2170/Development-Services

Review Process: Town of Holly Springs UDO Chapter 11

Review Calendar: See Town of Holly Springs Development Procedures Manual (DPM) Appendix 1.

All appeals must be submitted within 30 days of the decision or action being appealed.

The full review procedures for an Appeal of an Administrator Decision can be found in the *Town of Holly Springs UDO Chapter 11*.

Submittal Requirements

All information required as part of your petition must be submitted as one (1) pdf file on the Holly Springs City View Portal: <https://cityview.hollyspringsnc.us/portal>. You must register an account and then click on "Apply for a Planning & Zoning Review" underneath "Preliminary Development Approval".

Only complete submittals will be processed. The following items must be submitted with the Petition for Administrative Appeal to be deemed a complete submittal:

- Petition Form
- Property survey/legal description (required only if request does not include the entire tax parcel) in both hard copy and digital (Word) format. Note: All legal descriptions are to contain references to inorganic monuments, and that all starting references on surveys or legal descriptions describe a course and distance from either the closest NCGS monument or Town of Holly Springs monument, regardless of the distance thereto.
- Detailed Statement of Request for Appeal
- Site Plans, photos or other documentation to provide evidence regarding the justification for the Appeal- 1 pdf format copies – plans should not be larger than 11" X 17".

ADMINISTRATOR APPEAL PETITION



The current Filing Fees can be found on-line in the Town of Holly Springs Fee Schedule:
www.hollyspringsnc.us/2170/Development-Services

Project Information:

Project Name: _____
 Project Location: _____
Use street address. If none, use the closest intersection
 Within Corporate Limits Within Holly Springs ETJ Pending Annexation
 PIN: _____ Real Estate ID: _____
 Project Acreage: _____ Partial Parcel: No Yes
 Current Zoning _____
 Sketch Plan Review (Pre-Submittal) Meeting Date: _____
If the Sketch Plan Review (Pre-Submittal) Meeting Date is not within 8 weeks of the submittal date, another Sketch Plan Review (Pre-Submittal) Meeting is required prior to submittal.
 Project # of petition/permit being appealed (if applicable) _____

For DS Use only
 Project # _____
 Fees Paid: \$ _____
 Date Received: _____

 Initial Revised Final

Petition Contact Information:

Appellant

Name _____ Company _____
 Mailing Address _____
 City _____ State _____ Zip _____
 Telephone # (_____) _____ E-Mail _____
 How would you like to receive staff review comments? E-Mail US Mail
 How would you like to receive Official Action Notices? E-Mail US Mail- Certified

Administrative Appeal Request

I, _____ hereby Appeal to the Board of Adjustment from the following decision of the Unified Development Ordinance Administrator:

(If this space is not sufficient please add and indicate attachments to this application.)

Statement by Appellant

I, _____ have Attached to this Administrator Appeal form my interpretation of what actions, decisions or interpretations of the UDO section(s) are in question. I also state my reasons, interpretations, justifications for believing that the actions, decisions, or interpretations made by the Unified Development Ordinance Administrator are not correct and should be appealed.

I certify that all information presented in this application is accurate to the best of my knowledge and belief. I understand that incomplete, inaccurate or illegible petitions will not be processed. Further, I grant permission for members of the Board of Adjustment and Town staff to visit the site in question for informational, advertisement, and inspection needs. I further understand that the application fee is non-refundable.

Signature of Appellant: _____ Date: _____