

TOWN OF HOLLY SPRINGS VARIANCE OF DEVELOPMENT STANDARDS PACKET

DPM Appendix #A.16
Supplement #14
April 2018



General Information

A Concept Plan Review Meeting must be held a minimum of five (5) business days prior to but no more than 8 weeks prior to the Petition Submittal Deadline as specified on the Board of Adjustment review calendar. Please email hsplanning@hollyspringsnc.us to schedule a Concept Meeting. For more information, contact the Department of Planning & Zoning at (919) 557-3908.

The full review procedures for Variance of Development Standards can be found in the *Town of Holly Springs Development Procedures Manual*.

FOR MORE INFORMATION:

Current Fee Schedule: <http://www.hollyspringsnc.us/planning>

Review Process: Town of Holly Springs Development Procedures Manual (DPM) - Section 7

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

The DPM is available for purchase in the Department of Planning & Zoning or on-line at:
<http://www.hollyspringsnc.us/planning>

Submittal Requirements

All information required as part of your petition must be provided in both hardcopy original and in PDF format to the FTP website. (i.e. transmittal, applications, maps, special studies, etc.) with each review. Please submit PDF as 1 file containing the complete submittal and name the file with the project name and date.

Link to FTP website: <http://www.hollyspringsnc.us/PlanningFTP>

Only complete petitions will be processed. The following items must be submitted with the Petition for Variance of Development Standards to be deemed a complete submittal:

- Petition Form
- Processing Fees (make check payable to: Town of Holly Springs)
- Detailed Findings of Fact for Variance of Development Standards, consistent with the UDO
- Site Plans, photos, studies, appraisals, property surveys, or other documentation to provide evidence regarding the justification for the Variance request- 1 copy – plans should not be larger than 11" X 17" and folded to 8-1/2" X 11".

Quasi-Judicial Public Hearings

During a quasi-judicial hearing, the Board of Adjustment must hold an evidentiary hearing and make its decision based on the written and oral evidence presented. A quasi-judicial decision must be made on facts and evidence and cannot be based on opinions or hearsay. Anyone who speaks during the public hearing must be sworn in under oath. Anything presented to the Board of Adjustment will be collected by the Clerk for permanent records. Please be advised that petitions are not acceptable evidence and cannot be considered.



Town of Holly Springs

128 S. Main Street
P.O. Box 8
Holly Springs, NC 27540
www.hollyspringsnc.us

Department of Planning & Zoning
919.557.3908
www.hollyspringsnc.us/planning

VARIANCE OF DEVELOPMENT STANDARDS PETITION



The current Filing Fees can be found on-line in the Town of Holly Springs Fee Schedule:
<http://www.hollyspringsnc.us/planning>

Variance Request (please be specific)

UDO Section No.: _____
Section Title: _____
Specific Variance Request: _____

For DPZ Use only	
Project #	_____
Fees Paid: \$	_____
Date Received:	_____
<input type="checkbox"/> BOA	<input type="checkbox"/> Town Council

Project Information

Project Name _____
If this project is part of a previously approved plan, please specify:
PUD/Master Plan/Subdivision _____ Shopping Center/Lot # _____
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 _____ Current Zoning _____
Scoping Meeting Date : _____ Concept Meeting Date: _____

If the Concept Meeting Date is not within 8 weeks of the submittal date, another Concept Meeting is required prior to submittal.

Petition Contact Information (complete each contact in its entirety- please print or type)

Project Applicant/Contact

(check one) Owner Owner's Agent Design Professional Developer Other: _____
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

Developer

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

Property Owner

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

VARIANCE OF DEVELOPMENT STANDARDS FINDINGS OF FACT



You must respond to all findings; please type or print legibly in blue or black ink.

Project Information

Project Name: _____

Findings of Fact

A petition for Variance of Development Standards may only be approved upon the presentation of sufficient evidence. Please include as much detailed information or unique conditions that would enable the Board to make a written determination 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 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.**

- (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.**

- (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.**

For DPZ Use only

Project # _____

Date Received: _____

Certificate of Completion

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

Signature of Applicant: _____

Date: _____

Signature of Owner: _____

Date: _____