

**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 44-332(f)(2) and the specific criteria for the special use.
  
- Variance**
  - Documentation must be submitted supporting all criteria found in UDO Section 44-333 (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. Sec. Ref. \_\_\_\_\_

**General Information to be attached:**

- 12 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 \_\_\_\_\_