



# Town of Zebulon

## Planning Department

1003 N. Arendell Avenue, Zebulon, NC 27597

Phone: (919) 823-1810 Fax: (919) 887-2824

[www.townofzebulon.org](http://www.townofzebulon.org)

## REQUEST FOR ADMINISTRATIVE ADJUSTMENT

### GENERAL INFORMATION:

In accordance with Section 2.2.1 of the UDO, the purpose for this section is to establish a clear procedure and measurable review criteria for the administrative consideration of requests for minor deviations to certain numeric standards in this Ordinance (like zoning district dimensional standards). The intent of the procedure is to provide relief from practical difficulties in complying with the standards of this Ordinance. Administrative adjustments should only be granted when the proposed development advances the purposes of this Ordinance, and the proposed development can maintain compatibility with its surroundings.

### INSTRUCTIONS:

**PRE-APPLICATION MEETING:** A pre-application conference with staff in accordance with Section 2.3.2 of the UDO to verify the application requirements, processes, and procedures regarding a proposed request. To schedule a meeting, applicants must e-mail a pdf map, drawing, model, site or sketch plan to Planning Director Michael Clark ([mclark@TownofZebulon.org](mailto:mclark@TownofZebulon.org)) no later than five (5) working days prior to the desired meeting day.

**FILE APPLICATION:** Submit hard copy application to the Planning Department with the applicable Requirements in accordance with Section 2.2.1 of the UDO.

**COMPLETENESS DETERMINATION:** The Planning Director will review the application materials to determine if all the required information necessary to render a decision has been including. The applicant will be notified by e-mail of any missing information or details.

**REVIEW BY PLANNING DIRECTOR:** The Planning Director shall review the nature of the request to determine if it is within the parameters and restrictions as outlined in Section 2.2.1(B) of the UDO.

**NOTICE OF DECISION:** The formal notice of decision shall be provided to the applicant in accordance with Section 2.3.9 of the UDO.

### APPLICATION REQUIREMENTS

The applicant requesting an Administrative Adjustment must submit a written application to the Zebulon Planning Department using the forms included in this packet:

- Completed application form
- 1 Scalable site plan showing subject parcel(s) and associated features
- Petition Fee (See Fee Schedule for current fees)



# APPLICATION FOR ADMINISTRATIVE ADJUSTMENT

<b>PART 1. DESCRIPTION OF REQUEST/PROPERTY</b>		
Street Address of the Property:	Acreage:	
Parcel Identification Number (NC PIN):	Deed Book:	Deed Page(s):
Existing Zoning of the Property:		
Existing Use of the Property:		
Reason for adjustment:		

<b>PART 2. APPLICANT/AGENT INFORMATION</b>		
Name of Applicant/Agent:		
Street Address of Applicant/Agent:		
City:	State:	Zip Code:
Email of Applicant/Agent:	Telephone Number of Applicant/Agent:	Fax Number of Applicant/Agent:
Are you the owner of the property? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you the owner's agent? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Note: If you are not the owner of the property, you <u>must</u> obtain the Owner's consent and signature giving you permission to submit this application.</b>

<b>PART 3. PROPERTY OWNER INFORMATION</b>		
Name of Property Owner:		
Street Address of Property Owner:		
City:	State:	Zip Code:
Email of Property Owner:	Telephone Number of Property Owner:	Fax Number of Property Owner:
<i>I hereby state that the facts related in this application and any documents submitted herewith are complete, true, correct, and accurate to the best of my knowledge.</i>		
<b>Signature of Applicant:</b>  	<b>Print Name:</b>  	<b>Date:</b>  
<b>Signature of Owner:</b>  	<b>Print Name:</b>  	<b>Date:</b>  