



Town of Zebulon

Planning Department

1003 N. Arendell Avenue, Zebulon, NC 27597
Phone: (919) 823-1810 Fax: (919) 887-2824
www.townofzebulon.org

REQUEST FOR APPEAL OF TOWN OFFICIAL'S DECISION

GENERAL INFORMATION:

In accordance with Section 2.2.3 of the UDO, an applicant, property owner, or other individual may request an appeal of a Town Official's decision or interpretation of the UDO.

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 request a meeting by e-mail to the Planning Department (planning@townofzebulon.org) no later than five (5) working days prior to the desired meeting day.

FILE NOTICE OF APPEAL: Submit hard copy application to the Planning Department with the applicable Requirements in accordance with Section 2.2.3 of the UDO. Please note that this must be within 30 days of the date of the written determination or decision that is being appealed, except where otherwise specified in 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 included. The applicant will be notified by e-mail of any missing information or details.

PUBLIC HEARING SCHEDULED: A public hearing will be scheduled before the Board of Adjustment based on the published calendar which can be found on the Town's Website.

PUBLIC NOTICE: A legal advertisement will be published on the Town of Zebulon's website and in a paper of general circulation once no more than 25 days and one within 10 days of the date of the public hearing.

RECORD ASSEMBLY & TRANSMITTAL: The Planning Director shall congregate the application and any applicable material and provide the documentation to the Board of Adjustment no less than 5 calendar days before the scheduled hearing. The applicant will also receive a copy of the documents transmitted to the Board of Adjustment.

BOARD OF ADJUSTMENT REVIEW AND DECISION: The Board of Adjustment will review the request in accordance with the standards and regulations of Section 2.2.3 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 appeal must submit an application through the Town of Zebulon GeoCivix Web Portal. Access to the GeoCivix portal can be found on the Town of Zebulon Website or through this link (<https://townofzebulon.geocivix.com/secure/>)



APPLICATION FOR APPEAL

PART 1. DESCRIPTION OF REQUEST/PROPERTY		
Street Address of the Property:	Acreage:	
Parcel Identification Number (NC PIN):	Deed Book:	Deed Page(s):
Existing Zoning of the Property:	Proposed Zoning of the Property:	
Existing Use of the Property:	Proposed Use of the Property:	
Statement and reason for appeal:		

PART 2. APPLICANT/AGENT INFORMATION		
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	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.

PART 3. PROPERTY OWNER INFORMATION		
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>		
Signature of Applicant: 	Print Name: 	Date:
Signature of Owner: 	Print Name: 	Date: