



TOWN OF WILSON'S MILLS  
**VARIANCE APPLICATION**

**Planning Department**  
**PO Box 448, Wilson's Mills, NC 27593**  
**Phone: (919) 938-3885 / Fax: (919) 938-1121**

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**PROCESS INFORMATION:**

**Submission Requirement:** Every applicant for a variance is strongly encouraged to hold a pre-application meeting with the Development Compliance Officer to discuss the proposed request and to become familiar with the applicable requirements and review procedures of the Town.

**Public Notification:** This is a quasi-judicial process that requires a public hearing and public notification.

**Review Process:** Per Article 6 of the Wilson's Mills Development Ordinance (WMDO), all applications are to be reviewed for compliance by the Development Compliance Officer and then forwarded for to the Board of Adjustment for consideration.

**Action by Board of Adjustment:** After conducting a public hearing, the Board of Adjustment may deny the request, conduct an additional public hearing, approve the request or approve the request with conditions. A concurring vote of four-fifths of the members of the Board of Adjustment shall be necessary to grant a variance. Section 6.1-6 of the WMDO requires the compliance of specific findings of fact in order for the Board of Adjustment to grant a variance.

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**FILING INSTRUCTIONS:**

\_\_\_\_\_ Every applicant for a variance request is required to meet with the Development Compliance Officer in a pre-application conference prior to the submittal of a formal application. The purposes of this conference are to provide additional information regarding the review process and assistance in the preparation of the application.

\_\_\_\_\_ A petitioner must complete this application in full. This application will not be processed unless all information requested is provided.

\_\_\_\_\_ Remittance of associated fee(s)\* to accompany this application. (\*See *Town of Wilson's Mills fee schedule*)

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**GENERAL PROJECT INFORMATION:**

Project Address / Location: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Size of Property (in acres): \_\_\_\_\_

Johnston Co. Tax Parcel ID #: \_\_\_\_\_ Current Land Use: \_\_\_\_\_

Town Jurisdiction: \_\_\_\_\_ In-Town Limits \_\_\_\_\_ ETJ \_\_\_\_\_

**APPLICANT INFORMATION:**

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner (if different from applicant): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

If the applicant is not the property owner, an Owner's Consent Form MUST be completed and submitted with this application.

**VARIANCE REQUEST INFORMATION:**

Section(s) of Wilson's Mills Development Ordinance to which variance is requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of variance request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Conditions Offered by Applicant: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Section 6.1-6 of the WMDO require the compliance of specific findings of fact in order to grant a variance. The applicant shall submit the following statements of justification, presenting information supporting each and all the required findings as they relate to the proposed variance:

1. Carrying out the strict letter of the ordinance would result in an unnecessary hardship. It shall not be necessary to demonstrate that, in the absence of the variance, no reasonable use can be made of the property.

**Statement by applicant:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.

**Statement by applicant:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. The hardship did not result from actions taken by the applicant of 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.

**Statement by applicant:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. The requested variance is consistent with the spirit, purpose and intent of the Wilson's Mills Development Ordinance, such that the public safety is secured.

**Statement by applicant:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACKNOWLEDGEMENT:** \_\_\_\_\_

The undersigned property owner, or duly authorized agent/representative thereof certifies that this application and the foregoing answers, statements, and other information herewith submitted are in all respects true and correct to the best of their knowledge and belief, with the understanding that any incorrect information submitted may result in the delay or rescheduling of the required public hearing and may result in the revocation of this application.

I/We hereby petition the Board of Adjustment for a variance from the literal provisions of the Wilson's Mills Development Ordinance (WMDO) and seek relief from the strict application of a particular requirement which has created a practical difficulty or unnecessary hardship prohibiting the use of land in a manner otherwise allowed under the WMDO.

I/We understand it is not intended for variance to be granted solely to remove inconveniences or financial burdens that requirements of the WMDO may impose in general or to increase the profitability of a proposed development.

_____ Applicant Printed Name	_____ Applicant Signature	_____ Date
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Sworn to and subscribed before me on this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public

My expiration expires: \_\_\_\_\_

**FOR TOWN USE ONLY**

Date Received: \_\_\_\_\_ Case # \_\_\_\_\_

Payment Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Application Received By: \_\_\_\_\_

Site Posted Date: \_\_\_\_\_ Ad Run Dates: \_\_\_\_\_

Letters Mailed Date: \_\_\_\_\_ Hearing Set For: \_\_\_\_\_

BOA Date \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_