



# TOWN OF SOUTHERN SHORES

5375 N Virginia Dare Trl, Southern Shores, NC 27949

(252) 261-2394 tel (252) 255-0876 fax

[www.southernshores-nc.gov](http://www.southernshores-nc.gov)

Application No. \_\_\_\_\_ Date \_\_\_\_\_

Application Fee \$350.00 Receipt No. \_\_\_\_\_

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THIS FORM IS A NOTICE OF APPEAL TO THE BOARD OF ADJUSTMENT. THE BOARD OF ADJUSTMENT MAY HEAR AND DECIDE APPEALS OF ADMINISTRATIVE DECISIONS OF ADMINISTRATIVE OFFICIALS CHARGED WITH ENFORCEMENT OF THE TOWN'S ZONING ORDINANCE OR ANY OTHER ORDINANCE THAT REGULATES LAND USE OR DEVELOPMENT AS PROVIDED UNDER THE TOWN CODE OF ORDINANCES. ADDITIONAL PAGES MAY BE ATTACHED TO ANSWER ANY QUESTIONS IN THE APPLICATION OR TO PROVIDE ANY SUPPLEMENTAL INFORMATION.

1. Applicant Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

2. Property Owner Name (If different from Applicant) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

3. Property (If decision being appealed is specific to a particular property):

Street Address \_\_\_\_\_

Tax Parcel Identification Number \_\_\_\_\_

Subdivision Name \_\_\_\_\_ Section# \_\_\_\_\_ Lot# \_\_\_\_\_

Zoning District Classification \_\_\_\_\_

Current Use of Property \_\_\_\_\_

4. Date of administrative decision being appealed \_\_\_\_\_

5. Attach a copy of the administrative decision being appealed. (Please consult Town Code Sec. 36-366 (a)(1) for examples of appealable administrative decisions.)

6. Describe the specific provisions or portions of the decision being appealed.

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



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9. List the names and addresses of all abutting property owners and the owners of property immediately across the street from the property affected. The list shall be current according to the most recent tax listing abstract as filed in the office of the Dare County Tax Supervisor. (If you posted a sign on the property affected in the manner provided by Town Code Sec. 36-362(b), please indicate the date of such posting and provide any pictures you may have of the posting).

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10. Are any attachments being submitted with this application? Yes\_\_\_ No \_\_\_  
If yes, please identify attachments and number of pages.

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## **FILING OF APPLICATION**

Notice of Appeal applications are filed with the Town Clerk at Town Hall located at 5375 N. Virginia Dare Trail, Southern Shores, NC. Applications may be filed in person Monday through Friday during normal office hours or may be mailed to the previously listed address. In order for an application to be considered complete all questions and information requested in the application must be answered and provided. Applications must have original notarized signatures of the applicant and must be accompanied by the required application fee. Applications found to be incomplete will not be accepted and will be returned to the applicant.

## **SCHEDULING OF APPLICATION**

The monthly filing deadline and Board meeting dates for the year are listed on the Town's website at [www.southernshores-nc.gov](http://www.southernshores-nc.gov) under Planning and Code Enforcement Department or you may receive a copy by contacting the Department at (252) 261-2394. The Board shall hear and decide the appeal within a reasonable time.

## **HEARING OF APPLICATION**

The Planning Board serves as the Board of Adjustment which is a quasi-judicial body governed by the North Carolina General Statutes and Chapter 36, Article XII of the Southern Shores Town Code. Meetings are held in the Pitts Center located at the Town of Southern Shores Municipal Complex. At the meeting, the Board will hear testimony and receive evidence from the applicant, Town Staff and other interested parties. Board members cannot discuss any case with any interested parties or persons prior to the public hearing of the case. Any person who testifies at the hearing must be sworn in and any written or physical evidence presented to the Board will be retained by the Board.

## **BOARD DECISION**

A majority of the members shall be required to determine an appeal made in the nature of certiorari. The board may reverse or affirm, wholly or partly, or may modify the decision appealed from and shall make any order, requirement, decision, or determination that ought to be made. The Board's decision will be made, reduced to writing, filed, served and subject to appeal in the manner provided by Section 36-368 of the Southern Shores Town Code. Decisions of the Board may be appealed by any aggrieved party to Superior Court within 30 days from the effective date of the Board's decision.

## **ADDITIONAL INFORMATION**

Persons seeking additional information or assistance concerning appeal applications should contact the Zoning Administrator at the Planning and Code Enforcement Department at (252) 261-2394.

**CERTIFICATION**

I certify that the information filed by me in this application is accurate to the best of my knowledge, information, and belief.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_ personally appeared before me and is known to me to be the person who signed the foregoing instrument and he/she acknowledged that he/she signed the same and being duly sworn by me, made oath that the statements in the foregoing instrument are true.

Signature of Notary Public \_\_\_\_\_

My Commission expires \_\_\_\_\_, 20\_\_\_\_\_

**CERTIFICATION BY APPLICANT OTHER THAN PROPERTY OWNER**

I \_\_\_\_\_ (your name) file this application on the behalf of \_\_\_\_\_ (property owner name).

I am the \_\_\_\_\_ (attorney, contractor, etc.) for the property owner in this matter and file this application with the full knowledge and consent of the property owner. I certify that the information filed by me in this application is accurate to the best of my knowledge, information, and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_ personally appeared before me and is known to me to be the person who signed the foregoing instrument and he/she acknowledged that he/she signed the same and being duly sworn by me, made oath that the statements in the foregoing instrument are true.

Signature of Notary Public \_\_\_\_\_

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