



# City of Monroe Variance Application Form

Applicant's Name: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

## For Staff Use Only

Project Number: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Approved \_\_\_\_\_

Denied \_\_\_\_\_

Applicant's Relationship to the Property Owner (Check the one that applies):

- ☐ Owner
- ☐ Legal Representative of the Owner (must attach Affidavit of owner's permission for this action)
- ☐ Developer (must attach Affidavit of owner's permission for this action)
- ☐ Other, specify (must attach Affidavit of owner's permission for this action)  
\_\_\_\_\_

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

Tax ID Number: \_\_\_\_\_ Lot Size: \_\_\_\_\_ Deed Reference: Book\_\_\_\_Page \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Existing Use of Property: \_\_\_\_\_

Ordinance section number to which a variance is being sought: \_\_\_\_\_

Describe the variance you are seeking: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Board of Adjustment does not have unlimited discretion in deciding whether to grant a variance. Under NC State law, the Board must reach the conclusions listed below before it can issue a variance. When unnecessary hardships would result from carrying out the strict letter of a zoning ordinance, the board of adjustment shall vary any of the provisions of the ordinance upon a showing of the conclusions below.

*Please provide facts and arguments on how the request for a variance meets each of the conclusions listed below. Please be as specific as possible in your statements. Should you need more room to complete the information, please attach a separate sheet.*

1. **There are unnecessary hardships in the way of carrying out the strict letter of the ordinance.** [It shall not be necessary to demonstrate that, in the absence of the variance, no reasonable use can be made of the property, and it is not sufficient that failure to grant the variance will simply make the property less valuable.]

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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]

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3. **The hardship did not result from actions taken by the applicant or 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]

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4. **The requested variance is consistent with the spirit, purpose and intent of the ordinance, such that public safety is secured, and substantial justice is achieved.**

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Request for variances may need to be accompanied by a sketch plan or survey from a Registered Land Surveyor. Said plan shall show, in a scaled form, the location and size of:

1. The boundaries of the lot(s) in question,
2. The size, shape and location of all existing buildings, parking facilities and accessory buildings,
3. The size, shape and location of all proposed buildings, parking facilities and accessory uses,
4. The location of all setbacks and front lot widths as measured at the front setback,
5. The location and type of screening and buffering proposed; and
6. Other information deemed by the Zoning Officer necessary to consider the application complete.

**To the best of my knowledge, all of the information herein submitted is accurate and complete. If you are signing on behalf of a company, please include your title within the company**

By signing and submitting this document, I agree that all signatures where required may be Electronically Signed by either party pursuant to NCGS 66-315(b).

\_\_\_\_\_  
Printed name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of Owner

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

***FOR STAFF USE ONLY***  
**(PLEASE DO NOT WRITE BELOW THIS LINE)**

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Scaled plan attached: Yes \_\_\_\_\_ No \_\_\_\_\_ Fee Attached: Yes \_\_\_\_\_ No \_\_\_\_\_

Adjoining property owner’s information attached: Yes \_\_\_\_\_ No \_\_\_\_\_

Public hearing date: \_\_\_\_\_

Notice to applicant and adjoining property owners mailed on: \_\_\_\_\_ INT. \_\_\_\_\_

Action taken by the Board of Adjustment: \_\_\_\_\_

Notification of Action Mailed to applicant on: \_\_\_\_\_