

Information needed to be furnished for the following:

Request for Variance

1. A letter and/or application addressed to the Board of Adjustment requesting a Variance from a particular part of the Zoning Code.
2. A copy of a map or plat of the property that is drawn to scale and a legal description – the metes and bounds – usually a copy of the deed.
3. The names, addresses and other required information of all abutting property owners to be affected by the request; and in the case of a Variance Application, anyone owning property within 100 feet of the boundary. This information is to be taken from latest available Moore County Tax Listings/Records.
4. A \$250.00 (nonrefundable) filing fee made payable to the Town of Aberdeen.
5. Completed application form (attached) with all necessary signatures.

Before any steps can be taken, all of the above information must be submitted to the Administrative Officer of the Town's Zoning Code.

Deadline for all material to be turned in: _____

Meeting date and time: _____

Application for Variance

Town of Aberdeen, NC

Date: _____

Fee: \$250.00

Variance: VA#

To the Board of Adjustment:

I, the undersigned, do hereby make application to and petition the Board of Adjustment to grant a Variance as provided for in the Aberdeen Zoning Code. In support of this application, the following facts are shown:

1. The property sought for Variance is located on the _____ side of _____ (St., etc.) between _____ (St., etc) and _____ (St., etc.). The physical address is _____ and the property is known as Lot Number(s) _____, which are shown on a recorded plat of Subdivision _____ and as shown on the Moore County Tax Listing Records/Maps as PIN(s) _____ and LRK#(s) _____. The lot has a frontage of _____ feet on _____ (St., etc.) and an average depth of _____ feet and contains _____ acres.

2. I/We are petitioning to be allowed to _____ which would allow me/us to _____.

3. Attached is a list of all individuals, firms or corporations owning property adjacent to both sides, the rear and the property across the street and within 100 feet from the property for which a Variance is being sought as shown on the Moore County Tax Listings/Records.

(Provide a list of all adjacent property giving the following information for each lot/parcel that is adjacent: LRK#; PIN#; owners name; and mailing address.)

4. A metes and bounds description, or a copy of the deed of the property containing the metes and bounds of the property for which a Variance is being requested must be attached to this application.

5. A plat or map, drawn to scale, showing the dimensions of the lot requesting a Variance must be attached to this application.

I certify that all information furnished in this application is accurate to the best of my knowledge.

Petitioner: _____ Signature: _____

Mailing Address: _____

*Property Owner: _____ Signature: _____

Mailing Address: _____

***Property owner's signature is required before application is accepted.**

*Note: If the request is made by a corporation, the names and addresses of all officers in the corporation must be provided. The applicant is expected to attend all meetings to answer questions concerning the request.