# BOARD OF ADJUSTMENT
# APPLICATION COVER SHEET

| | |
|---|---|
| **Case Number** | **Development Ordinance Section No.** |
| **Address** | **Cross Street** |
| **Zoning** | **PIN** |

**TYPE OF APPEAL FORM ATTACHED**:

- ⚠ Special Exception
- ⚠ Variance
- ⚠ Interpretation
- ⚠ Appeal of Notice of Violation
- ⚠ Appeal from historic Preservation Commission
- ⚠ Other (Specify):

**PROPERTY OWNER** (Also furnish current address)

Adjoining property owners and their addresses are: (All property owners within 150' of the property must be listed. Use another sheet if additional spaces are needed.)

| | |
|---|---|
| **Property Owner's Signature** | **Date Filed** |
| **Appellant's Name** | **Appellant's Daytime Phone No** |
| **Appellant's Address** | **Appellant's Email** |

⚠ This application found to be complete by (staff):

*signature* *Date and Time*

| **DISPOSITION** | **REHEARING** | **INTERPRETATION:** |
|---|---|---|
| ⚠ Granted<br>⚠ Denied<br>⚠ Continued<br>⚠ Dismissed<br>⚠ Conditions | ⚠ Granted<br>⚠ Denied<br><br>Date of Re-hearing: | |

*By Board of Adjustment Signature*

*Date*

**Fee Paid**

Receipt No.

Date

Amount

***Filing Fee - $450 effective 7/1/26***

*Rev. 07/2025*

# BOARD OF ADJUSTMENT
# VARIANCE FORM

CASE NUMBER _____

ADDRESS _____

ZONING _____ OCCUPANCY _____

(Current or Proposed)

TO THE GREENSBORO BOARD OF ADJUSTMENT:

I, _____, hereby petition the Board of Adjustment for a VARIANCE from the literal provisions of the Development Ordinance because, under the interpretation given to me by the Enforcement Officer, I am prohibited from using the parcel of land described in the attached form (Application Cover Sheet) in a manner shown by the plot plan attached to that form. I request a variance from the following provisions of the ordinance (cite section numbers): _____ so that the above-mentioned property can be used in a manner indicated by the plot plan attached to the Application Cover Sheet or, if the plot plan does not adequately reveal the nature of the variance, as more fully described herein: (If a variance is requested for a limited time only, specify duration requested.)

_____

_____

_____

## FACTORS RELEVANT TO THE ISSUANCE OF A VARIANCE

The Board of Adjustment does not have unlimited discretion in deciding whether to grant a variance. Under the state enabling act, the Board is required to reach three conclusions before it may issue a variance: (a) that there are practical difficulties or unnecessary hardships in the way of carrying out the strict letter of the ordinance; (b) that the variance is in harmony with the general purposes and intent of the ordinance and preserves its spirit; and (c) that in granting the variance, the public safety and welfare have been assured and substantial justice has been done. In the spaces provided below, indicate the *facts* that you intend to show and the *arguments* that you intend to make to convince the Board that it can properly reach these three required conclusions.

a. **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 all of the following.** The courts have developed four rules to determine whether in a particular situation "practical difficulties or unnecessary hardships" exist. State facts and arguments in support of each of the following:

(1) *If the applicant complies with the provisions of the ordinance, unnecessary hardship would result from the strict application 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.

_____

_____

_____

(2) *The hardship results from conditions that are peculiar to the property, such as location, size, or topography*. (Note: 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.)

_____

_____

_____

(3) *The hardship results from the application of the Ordinance to the property*.

_____

_____

_____

(4) *The hardship is not the result of the applicant's own actions.*

_____

_____

_____

b. **The variance is in harmony with the general purpose and intent of the ordinance and preserves its spirit.** (State facts and arguments to show that the variance requested represents the least possible deviation from the letter of the ordinance that will allow a reasonable use of the land and that the use of the property, if the variance is granted, will not substantially detract from the character of the neighborhood.)

_____

_____

c. **The granting of the variance assures the public safety and welfare and does substantial justice.** (State facts and arguments to show that, on balance if the variance is denied, the benefit to the public will be substantially outweighed by the harm suffered by the applicant.)

_____

_____

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

**PROPERTY OWNER/S MUST BE PRESENT AT MEETING OR REPRESENTED BY LEGAL COUNSEL.**

**CORPORATIONS MUST BE REPRESENTED BY LEGAL COUNSEL AT MEETING.**

_____ _____

DATE PROPERTY OWNER'S SIGNATURE