



Section I: Applicant Information (If not property owner Section II must completed)

Name: _____

Address: _____

Phone: _____

Section II: Property Owner(s) Information

Name: _____

Address: _____

Phone: _____

Section III: Attachments Required

1. A Legal Description (metes and bounds) of property
2. A set of Survey Plans of the property (5 copies, one sized 11" X 14")
3. Plans must include:
 - a. All property lines with dimensions
 - b. Adjoining streets with right-of-way
 - c. The location and use of all existing structures
 - d. The present use of the property
 - e. Zoning classifications of all abutting property
 - f. A north arrow and appropriate legend
 - g. A sketch plan that shows all structures currently existing and future structures to be constructed (should also show fencing and out buildings) and be drawn to scale.
4. An Abutting Parcels sheet with current owners' names, mailing addresses and County PIN numbers.
5. A Tax Map for the Harnett County GIS Office.
6. A General Statement describing why this Variance is being requested and how it meets the requirements listed on the attached page.

Section IV: Signatures (all property owners)

Name: _____

Date: _____

Name: _____

Date: _____



VARIANCES

Request for variances will go before the Board of Adjustment. After a public hearing, the Board will approve said variance if the following conditions are found to exist:

1. There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape or topography that are not applicable to other lands or structures in the district.
2. Granting the variance requested will not confer upon the applicant any special privileges that are denied to other residents of the district in which the property is located.
3. A literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other residents of the district in which the property is located.
4. The requested variance will be in harmony with the purpose and intent of this Ordinance and will not be injurious to the neighborhood or to the general welfare.
5. The special circumstances are not the result of the actions of the applicant.
6. The variance requested is the minimum variance that will make possible the legal use of the land, building or structure.

In considering all proposed variances from this ordinance the Board shall, before making any finding in a specified case, first determine that the proposed variance will not constitute any change in the zone shown on the zoning map and will not impair an adequate supply of light and air to adjacent property, or materially increase the public danger of fire and safety, or materially diminish or impair established property values within the surrounding area, or in any respect impair the public health, safety, morals and general welfare.

No existing nonconforming use in the same district and no permitted use of land in other districts shall be considered grounds for the issuance of a variance. Under no circumstance shall the Board grant a variance to allow a use not permissible under the terms of this ordinance in the district involved, or any expressly or by implication prohibited by the terms of this ordinance in said district.

In granting a variance the Board may attach thereto such conditions regarding the location, character, and other features of the proposed building, structure, or use as it may deem advisable in furtherance of the purposes of this ordinance. Violation of such conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of this ordinance.

Additional conditions attached to this authorization:

Property Owner/Agent

Town Clerk



ABUTTING PARCELS SHEET

For each adjoining parcel, provide the following information. Adjoining parcels include those separated from your property by a road or street. Adjoining property owners as of this application as provided by the Harnett County Tax Office.

Name: _____
Address: _____
PIN#: _____

Name: _____
Address: _____
PIN#: _____

Name: _____
Address: _____
PIN#: _____

Name: _____
Address: _____
PIN#: _____

Name: _____
Address: _____
PIN#: _____

Name: _____
Address: _____
PIN#: _____

Name: _____
Address: _____
PIN#: _____

Name: _____
Address: _____
PIN#: _____

Name: _____
Address: _____
PIN#: _____

Name: _____
Address: _____
PIN#: _____

Name: _____
Address: _____
PIN#: _____

Name: _____
Address: _____
PIN#: _____

Name: _____
Address: _____
PIN#: _____

Name: _____
Address: _____
PIN#: _____

Name: _____
Address: _____
PIN#: _____

Name: _____
Address: _____
PIN#: _____

Name: _____
Address: _____
PIN#: _____

Name: _____
Address: _____
PIN#: _____



HOW TO OBTAIN REQUIRED INFORMATION

1. **LEGAL DESCRIPTION** – This information can be obtained from the deed. It is the written description that uses metes and bounds to describe the exact location of the property in question.
2. **SURVEY PLANS** – Survey plans are drawings prepared by a registered surveyor. A survey plan should show the following:
 - a. All property lines with dimensions
 - b. Adjoining streets with rights-of-ways
 - c. The present location of all existing structures
 - d. The present zoning of all land in question (can be obtained from the Coats Town Hall)
 - e. A sketch plan is required – the property owner can draw the plan or hire a surveyor or others to complete it. The sketch plan needs to be drawn to scale and show the location of all structures, roads, fences, future structures, etc...
3. **ABUTTING PARCELS** – This information can and should be obtained from the Tax Mapping Department (GIS) that is part of the Harnett County Tax Office in Lillington. It can be obtained online at www.harnett.org or in person from the Clerk in the Mapping Office.
4. **TAX MAPS** – Tax maps can be obtained from the Harnett County Tax Mapping Office.
5. **GENERAL STATEMENT** – A brief statement in your own words telling why and how the requested action on this property promotes the public health, safety, and general welfare.
6. **FILING REQUEST AND FEES** – A \$250.00 fee is required to be paid for each request. You are required to provide addressed and stamped business size envelopes for each adjoining property owner. Envelopes will be used to notify adjoining property owners of pending action. All required information must be turned in to Town Hall Office at least ten days prior to the first Thursday of the month in which the Variance request will be considered.

Your request will not be forwarded to the Board of Adjustment for any action until all required information and items are provided.