

TOWN OF HOLLY SPRINGS VARIANCE OF DEVELOPMENT STANDARDS PACKET



General Information

A Sketch Plan Review (Pre-Submittal) Meeting is recommended a minimum of five (5) business days prior to but no more than 8 weeks prior to the Petition Submittal Deadline as specified on the Board of Adjustment review calendar. Please email

DevelopmentServices@hollyspringsnc.gov to schedule a Sketch Plan Review (Pre-Submittal) Meeting. For more information, contact Development Services at (919) 557-3908, and select option 3 from the menu.

FOR MORE INFORMATION:

Current Fee Schedule:
www.hollyspringsnc.us/2170/Development-Services

Review Process: Town of Holly Springs Development Unified Development Ordinance Chapter 11

Review Calendar: See Town of Holly Springs Development Procedures Manual (DPM) Appendix 1.
Board of Adjustment Review Schedule

The full review procedures for Variance of Development Standards can be found in Unified Development Ordinance Section 11.13.

Submittal Requirements

All information required as part of your petition must be submitted as one (1) pdf file on the Holly Springs City View Portal: <https://cityview.hollyspringsnc.us/portal>. You must register an account and then click on "Apply for a Planning & Zoning Review" underneath "Preliminary Development Approval."

Only complete petitions will be processed. The following items must be submitted with the Petition for Variance of Development Standards to be deemed a complete submittal:

- Petition Form
- Processing Fees (make check payable to: Town of Holly Springs)
- Detailed Findings of Fact for Variance of Development Standards, consistent with the UDO
- Site Plans, photos, studies, appraisals, property surveys, or other documentation to provide evidence regarding the justification for the Variance request- 1 copy (PDF format version)

Quasi-Judicial Public Hearings

During a quasi-judicial hearing, the Board of Adjustment must hold an evidentiary hearing and make its decision based on the written and oral evidence presented. A quasi-judicial decision must be made on facts and evidence and cannot be based on opinions or hearsay. Anyone who speaks during the public hearing must be sworn in under oath. Anything presented to the Board of Adjustment will be collected by the Clerk for permanent records. Please be advised that petitions are not acceptable evidence and cannot be considered.

VARIANCE OF DEVELOPMENT STANDARDS PETITION



The current Filing Fees can be found on-line in the Town of Holly Springs Fee Schedule: www.hollyspringsnc.us/2170/Development-Services

Variance Request (please be specific)

UDO Section No.: _____

Section Title: _____

Specific Variance Request: _____

For DS Use only

Project # _____

Fees Paid: \$ _____

Date Received: _____

BOA Town Council

Project Information

Project Name _____

If this project is part of a previously approved plan, please specify:

PUD/Master Plan/Subdivision _____ Shopping Center/Lot # _____

Project Location _____

Use street address. If none, use the closest intersection

Within Corporate Limits Within Holly Springs ETJ Pending Annexation

PIN _____ Real Estate ID _____

Project Acreage _____ Current Zoning _____

Sketch Plan Review (Pre-Submittal) Meeting Date: _____

If the Concept Meeting Date is not within 8 weeks of the submittal date, another Concept Meeting is required prior to submittal.

Petition Contact Information (complete each contact in its entirety- please print or type)

Project Applicant/Contact

(check one) Owner Owner's Agent Design Professional Developer Other: _____

Name _____ Company _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone # (_____) _____ E-Mail _____

How would you like to receive staff review comments? E-Mail US Mail

How would you like to receive Official Action Notices? E-Mail US Mail- Certified

Developer

Name _____ Company _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone # (_____) _____ E-Mail _____

How would you like to receive staff review comments? E-Mail US Mail

How would you like to receive Official Action Notices? E-Mail US Mail- Certified

Property Owner

Name _____ Company _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone # (_____) _____ E-Mail _____

How would you like to receive staff review comments? E-Mail US Mail

How would you like to receive Official Action Notices? E-Mail US Mail- Certified

VARIANCE OF DEVELOPMENT STANDARDS FINDINGS OF FACT



You must respond to all findings; please type or print legibly in blue or black ink.

Project Information

Project Name: _____

Findings of Fact

A petition for Variance of Development Standards may only be approved upon the presentation of sufficient evidence. Please include as much detailed information or unique conditions that would enable the Board to make a written determination that:

(1) 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. 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 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.

(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.

For DS Use only
Project # _____
Date Received: _____

Certificate of Completion

I certify that all information presented in this petition is accurate to the best of my knowledge and belief. Further, I grant permission for members of the Board of Adjustment and Town Staff to visit the site in question for informational, advertisement, and inspection needs.

Signature of Applicant: _____ Date: _____

Signature of Owner: _____ Date: _____