



INFORMATION FOR APPLICANTS REQUESTING  
A CHANGE IN ZONING OR ZONING VARIANCE

This application is for:                   ( ) a Change in Zoning  
  ( ) a Zoning Variance

In order to apply for a **Zoning Change**, a complete Development Package (DP) must be submitted. The DP consists of:

1. *One* completed and notarized application form;  
    Included:  Yes  No
2. *One* Re-Zoning location map including all property lines with dimensions and north arrow. This must include the zoning of surrounding properties. A copy from [www.stanlygis.net](http://www.stanlygis.net) is acceptable if the property size and location is correct on their site.  
    Included:  Yes  No
3. *One* Land Use Statement detailing purpose of request;  
    Included:  Yes  No
4. *One* Traffic Impact Analysis Statement, including location of all streets and uses of all surrounding land.  
    Included:  Yes  No
5. *One* copy of filed plat **OR** field notes and map of survey, containing metes and bounds description tied to block corner with surveyor's seal if the change pertains to Commercial (NB,HB), Industrial or Manufacturing.  
    Included:  Yes  No

For a **Zoning Variance**, please submit to the Town Zoning Enforcement Officer the following:

1. A completed application form;  
    Included:  Yes  No
2. A copy of your deed.  
    Included:  Yes  No
3. A sketch of the subject property indicating road or street names and dimensions of the property, see application for more details.  
    Included:  Yes  No

A calendar of deadlines for submitting applications together with meeting dates is posted on the bulletin board in Oakboro Town Hall.

For each application, a non-refundable application fee (see fee sheet) is due payable to the Town of Oakboro. This fee pays for staff time in processing your application and for newspaper publication costs.



Established in 1915  
109-A N. Main St. -- PO Box 610  
Oakboro, NC 28129  
704-485-3351  
oakboro.gov

Permit No:  
\_\_\_\_\_

### ZONING VARIANCE APPLICATION

Fee Due: \$ \_\_\_\_\_  
Fee Paid: \$ \_\_\_\_\_  
Date Paid: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_  
Street Town State Zip

Address where Variance is being requested:  
\_\_\_\_\_

Does applicant own the real property?  Yes  No; If no show name and address of true owner:  
\_\_\_\_\_

*Include One* location map including all property lines with dimensions and north arrow. This must include the zoning of surrounding properties. A copy from [www.stanlygis.net](http://www.stanlygis.net) is acceptable if the property size and location is correct on their site. It must also show locations of streets, street names and uses of all land.

For a variance on proposed construction, a Comprehensive site plan may be needed for Commercial, Industrial or Manufacturing.

***IMPORTANT, THE FOLLOWING CONDITIONS ALSO APPLY***  
*If public water and sewer service is available for the property described above, attach completed water and sewer service application form, if required. If only Private Water and Sewer Service is available, attach a copy of current soil percolation test report for this property.*

***Variance Requested:***  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*Applicant's signature* \_\_\_\_\_ *Date* \_\_\_\_\_

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Permit No:  
\_\_\_\_\_

**APPLICATION FOR ZONING CHANGE**

Fee Due:	\$ _____
Fee Paid:	\$ _____
Date Paid:	_____

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

Mailing Address: \_\_\_\_\_  
Street
Town
State
Zip

Address where Variance is being requested: \_\_\_\_\_

Legal Description: \_\_\_\_\_  
Deed
Book
Page

Does applicant own the real/personal property?  Yes  No; If no show name and address of true owner and attach letter of authorization: \_\_\_\_\_

**Current Property Description:**

<b>Zoning District:</b> <input type="checkbox"/> R9 <input type="checkbox"/> R9M <input type="checkbox"/> R15 <input type="checkbox"/> R20 <input type="checkbox"/> RA <input type="checkbox"/> CB <input type="checkbox"/> HB <input type="checkbox"/> NB <input type="checkbox"/> I <input type="checkbox"/> SE(F) <input type="checkbox"/> FP <input type="checkbox"/> MU
<b>Property Use Description:</b> <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Manufacturing <input type="checkbox"/> Single Family Resident <input type="checkbox"/> Duplex <input type="checkbox"/> Multi-family <input type="checkbox"/> Manufactured Housing <input type="checkbox"/> Civic, Church, Daycare <input type="checkbox"/> Other _____
<b>List Existing Structures:</b> _____

**Requested Zoning Change:**

<b>Zoning District:</b> <input type="checkbox"/> R9 <input type="checkbox"/> R9M <input type="checkbox"/> R15 <input type="checkbox"/> R20 <input type="checkbox"/> RA <input type="checkbox"/> CB <input type="checkbox"/> HB <input type="checkbox"/> NB <input type="checkbox"/> I <input type="checkbox"/> SE(F) <input type="checkbox"/> FP <input type="checkbox"/> MU
<b>Property Description (Not Required to disclose and decision cannot be made on intended use):</b> <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Manufacturing <input type="checkbox"/> Single Family Resident <input type="checkbox"/> Duplex <input type="checkbox"/> Multi-Family <input type="checkbox"/> Manufactured Housing <input type="checkbox"/> School, Church, Daycare <input type="checkbox"/> Other _____

I hereby certify that I have read and examined this application and the attached instruction sheet and know the information I have provided to be true and correct. All provisions of laws and ordinances governing this application will be complied with whether specified herein or not. The granting of a zoning change does not presume to give authority to violate or cancel the provisions of any other state or local law regulation the use of the property.

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

\_\_\_\_\_  
Date

**SWORN TO and SUBSCRIBED before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.**

SEAL

\_\_\_\_\_  
**Notary Public, County, State**  
**My commission expires: \_\_\_\_\_**

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