



**VARIANCE APPLICATION**  
Town of Elon Planning Department  
104 S. Williamson Avenue  
Elon, NC 27244  
(336) 584-3601

\$300.00

Fee

Date Received

Application Number

**APPLICANT INFORMATION**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**PROPERTY INFORMATION**

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

PIN (Parcel Identification Number): \_\_\_\_\_ Total Acreage: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Watershed: \_\_\_\_\_ Floodplain: ☐ Yes ☐ No

Utilities (check all that apply): ☐ Public Sewer ☐ Public Water ☐ Septic ☐ Well

**VARIANCE REQUEST**

Variance Sought: \_\_\_\_\_

Related Section(s) of Land Development Ordinance: \_\_\_\_\_

**A SURVEY MAP OR PLOT PLAN DRAWN TO SCALE DEPICTING THE EXISTING/PROPOSED STRUCTURES SHALL BE ATTACHED TO THIS APPLICATION AND IT SHALL CLEARLY DEPICT THE REQUESTED VARIANCE.**

**FINDINGS OF FACT CHECKLIST**

Variance procedures are outlined in Section 8.5.3 of the Elon Land Development Ordinance. The Board of Adjustment may only grant a variance following a public hearing on the matter and having made the following findings of fact.

***Please state how your request will meet each of the Findings of Fact listed below - please attach additional sheets if necessary.***

(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: \_\_\_\_\_

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(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: \_\_\_\_\_

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(3) That 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 granting a variance shall not be regarded as a self-created hardship: \_\_\_\_\_

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(4) The requested variance is consistent with the spirit, purpose, and intent of the Ordinance, such that public safety is secured, and substantial justice achieved: \_\_\_\_\_

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Section 8.5.3 of the Town of Elon Land Development Ordinance: The Board of Adjustment, in granting a variance, may prescribe appropriate conditions and safeguards in conformity with this ordinance, provided that the conditions are reasonably related to the variance. Violation of such conditions and safeguards, when made a part of the terms under which a variance is granted, will be deemed a violation of this ordinance and will be punishable as prescribed in this section.

**\*\*An affirmative 4/5 majority of members present vote is required for a variance. \*\***

## SIGNATURES AND ACKNOWLEDGEMENT

The undersigned hereby certify that the forgoing application is complete and accurate. Furthermore, the undersigned hereby authorizes the Town of Elon Planning Director or designated representative to enter upon the above referenced property for the purpose of inspecting and verifying compliance with the Town of Elon's Land Development Ordinance.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

## OFFICE USE ONLY

Completed Application Submitted On: \_\_\_\_\_ Received By: \_\_\_\_\_

Date of Board of Adjustment Hearing: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Action of Board of Adjustment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Public Hearing Notice Filed: \_\_\_\_\_  
*Name of Newspaper*

Date Notice Published: \_\_\_\_\_

Date Property was Posted: \_\_\_\_\_

Date Adjoining Property Owner Letters were Mailed: \_\_\_\_\_