



**Public Hearing Information:**

Requests for postponement or withdrawal must be made in writing; application fees are not refundable.

A legal notice shall be published in the Forsyth County newspaper regarding the variance request. The applicant is responsible for the advertisement fee of \$15 if the request is postponed.

The staff will prepare the public hearing sign and contact the applicant when the sign is ready to post on site. The applicant shall place the yellow public hearing sign(s) on the subject property at least 30 days prior to the public hearing. It is the applicant's responsibility to maintain the sign(s).

A signed affidavit with a photo of each sign(s) placing said sign(s) against a verifiable property landmark shall be submitted to the department, no later than 21 days prior to the public hearing. Failure to post the sign(s) and or failure to submit the affidavit will result in the postponement of the hearing.

Attendance at the 7:00 p.m. public hearing is strongly encouraged. Should a representative of the application not be present at the hearing and the Board has questions, the application may be postponed for 2 months due to advertising requirements.

The variance, if granted, shall have application only to the specific regulation for which the variance was sought and shall not impact or modify any other encumbrance, restriction, easement or interest on the subject property.

\_\_\_\_\_ **Please initial here that you understand the Public Hearing Information**

**Application Requirements:**

- 1. Application:** A completed online application is required. Please do not provide unlisted telephone numbers.
- 2. Justification Questions:** All justification questions in the online application, must be answered in their entirety to satisfy this requirement. "N/A", will not be accepted as a response to any of these questions.
- 3. Boundary survey:** Boundary survey prepared by a registered land surveyor.
- 4. Legal Description:** Provide a written long form legal description including metes and bounds.
- 5. Site Plan:** The site plan shall clearly delineate and label the requested variance(s). The site plan at a minimum must include layout of streets, lot dimensions, setbacks, streams, flood prone areas, wetlands, proposed structures with square footages, proposed uses for each structure, right-of-way, driveways, accessory equipment (pool pumps, etc.), and the structure address. (Site Plan requirements UDC Ch. 8-2.1(E))
- 6. Taxes:** Confirmation of paid county taxes
- 7. Corporate/Company Disclosure Form:** All applications shall identify the names of corporate stockholders with 10% or greater.
- 8. Property Owner Authorization Form:** An owner authorization form must be submitted by each owner(s) listed on the deed of record for the subject property.
- 9. Fees:** Residential applications are \$250 per Unified Development Code section; Commercial applications are \$350 per UDC section. The application fee is doubled if the work has begun. Applicant is responsible for re-advertisement fee if postponed.

\_\_\_\_\_ **Please initial here that you understand the Application Requirements**