



232 Matthews Station Street
Matthews, NC 28105
704.847.4411

**APPEAL FROM ACTION OF ZONING ADMINISTRATOR AND/OR PETITION FOR AN INTERPRETATION
OF THE ZONING ORDINANCE**

DATE FILED _____

HEARING DATE _____ TIME _____

LOCATION: Hood Room, Matthews Town Hall, 232 Matthews Station Street, Matthews, North Carolina 28105

To the Matthews Board of Adjustment:

I, _____ (print name)

hereby appeal to the Board of Adjustment the following adverse decision of the Zoning Administrator with respect to the hereinafter described property:

Property located at _____ (address)

and shown on the Mecklenburg County tax map as parcel number(s) _____.

The section(s) of the Zoning Ordinance which affect this ruling is/are _____

The present zoning of the property is _____

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If this is an appeal request, the document* which prompted this application is

- _____ Notice of Zoning Violation
 - _____ Revocation of Permit
 - _____ Building/sign Permit marked DENIED
 - _____ Other (describe) _____
-

*** Attach a copy of the document to this application.**

STATEMENT BY APPELLANT: State your interpretation of the Ordinance provision in question and the reason(s) you have for believing that your interpretation is correct. Attach additional documents or explanation as necessary.

I certify that all of the information presented by me in this appeal, including attachments, is accurate to the best of my knowledge, information and belief.

Appellant name (print)

Appellant signature

Appellant telephone number

Appellant mailing address

Representative name (print)

Representative signature

Representative telephone number

Representative mailing address

Date

Date

CHECKLIST FOR VARIANCE APPEAL OR INTERPRETATION APPLICATIONS

Items Due by the Deadline for Submitting Applications:

- 1. Completed Application Form _____
- 2. Small scale vicinity map (preferably county tax map)* _____
- 3. Survey or drawing showing the location of structures (If the survey of drawing is larger than 11" x 14",
 13 copies of the survey are required. _____
- 4. Sheet listing the names, addresses, and tax parcel numbers of adjacent property owners. _____
- 5. Filing Fee: _____

Zoning Variance

- Residential \$150.00 _____
- Non-Residential \$350.00 _____

Zoning Appeal

- Residential \$150.00 _____
- Non-Residential \$350.00 _____

Zoning Interpretation

- Residential \$150.00 _____
- Non-Residential \$350.00 _____

- 6. Notification of Adjacent Owners. Provide hard copies in addressed, unsealed, and unstamped envelopes for all listed adjacent property owners. Town staff will mail these notices by first class mail at least ten (10) days in advance of the meeting and will place a certification of mailing in the file, which will become part of the permanent record. Where the petitioner or Town staff is able to determine an adjacent property owner's mailing address, as provided by Mecklenburg County tax records, is incorrect but is able to obtain an alternate address, such information shall be included in the permanent record as a second effort at notification, and may be sent by first class mail. Notification of adjacent property owners must be conducted as outlined in the Rules of Procedure, Board of Adjustment, Town of Matthews, NC. Parcels that are directly across the street must be included. Parcels that would touch at a corner if property lines were extended in a straight line distance across a street must also be included. Should you have any questions regarding determination of adjacent property owners, please contact Town Hall before proceeding with the application.

Items listed are due twenty (20) days before the meeting of the Board, and within thirty (30) days of written notice in the case of an appeal. Failure to submit any of the above items within the specified time limit will result in a minimum of a one month delay of your hearing.

*Not applicable for requests for interpretation when general in nature and not site-specific.