



**Board of Adjustment  
Application to Appeal Administrative Decision**

**APPLICATION FEE**

No filing fee is required for an appeal of an administrative decision.

**APPLICATION INSTRUCTIONS**

It is recommended that the applicant speak with Planning and Zoning Department staff prior to submitting the application. Contact staff at (336) 626-1201 ext. 292 to ensure application requirements are satisfied.

The application must be filed with the City Clerk no more than 30 days after written or constructive notice of the decision being appealed. A properly filed application normally will be heard at least 30 days after filing (see below.)

**MEETING SCHEDULE\***

<b><i>Filing Date</i></b>	<b><i>BOA Meeting*</i></b>
December 6, 2019	Monday, January 6, 2020
January 3, 2020	Monday, February 3, 2020
January 31, 2020	Monday, March 2, 2020
March 6, 2020	Monday, April 6, 2020
April 3, 2020	Monday, May 4, 2020
May 1, 2020	Monday, June 1, 2020
June 5, 2020	Monday, July 6, 2020
July 2, 2020	Monday, August 3, 2020
August 14, 2020	Tuesday, September 14, 2020
September 4, 2020	Monday, October 5, 2020
October 2, 2020	Monday, November 2, 2020
November 6, 2020	Monday, December 7, 2020

*\*Dates are tentative and subject to change check with staff to verify meeting dates.*

<b>STAFF USE</b>		
<b>Received by:</b> _____	<b>Date:</b> _____	<b>Case Number:</b> _____

**APPLICANT INFORMATION**

Applicant \_\_\_\_\_ Applicant's Phone # \_\_\_\_\_

Applicant's Address \_\_\_\_\_

\_\_\_\_\_

Applicant's Email \_\_\_\_\_

**PROPERTY INFORMATION** *(If Applicable)*

Property Owner's Name \_\_\_\_\_

Location of Property \_\_\_\_\_

Property Size (ac. or s.f.) \_\_\_\_\_

Randolph County Property Identification Number (PIN#) \_\_\_\_\_

Current Zoning District \_\_\_\_\_

Date Property Title Acquired \_\_\_\_\_ Deed Book \_\_\_\_\_ Page \_\_\_\_\_

Subdivision \_\_\_\_\_ Section \_\_\_\_\_ Lot # \_\_\_\_\_

Plat Book \_\_\_\_\_ Page \_\_\_\_\_

**APPLICATION SIGNATURES**

It is understood by the undersigned that while this application will be carefully reviewed and considered, the burden of proof rests with the applicant.

Applicant Signature(s)

\_\_\_\_\_

\_\_\_\_\_

If Applicant is not the Property Owner, has Property Owner been notified?

Yes       No

Printed Name of Authorized Signatory (if different from Applicant)

\_\_\_\_\_

Position/Relationship of Authorized Signatory to Applicant

\_\_\_\_\_

