



**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*

<i>Filing Date</i>	<i>BOA Meeting*</i>
December 1, 2017	Tuesday, January 2, 2018
January 5, 2018	Monday, February 5, 2018
February 2, 2018	Monday, March 5, 2018
March 2, 2018	Monday, April 2, 2018
April 6, 2018	Monday, May 7, 2018
May 4, 2018	Monday, June 4, 2018
June 8, 2018	Monday, July 9, 2018
July 6, 2018	Monday, August 6, 2018
August 3, 2018	Tuesday, September 4, 2018
August 31, 2018	Monday, October 1, 2018
October 5 2018	Monday, November 5, 2018
November 2, 2018	Monday, December 3, 2018

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

STAFF USE		
Received by: _____	Date: _____	Case Number: _____

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 _____

APPLICANT AND AGENT 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.

Name of Agent (if any)

Name of Applicant or Owner

Agent's Address

Applicant or Owner's Address

Telephone Number

Telephone Number

Agent Signature

Applicant or Owner Signature
