

**Town of Roseboro, North Carolina**  
**HOW TO APPLY FOR A VARIANCE**

1. Complete the Variance application form and submit it to the Town of Roseboro.
2. Write a check payable to the Town of Roseboro for necessary fee.
3. Once you have submitted the application the Board of Adjustment will schedule a public hearing to review your request.

The Town of Roseboro is legally required to notify the public of your request. The Town of Roseboro must place a notice in the local newspaper stating the date and purpose of the public hearing. This notice will be placed in the local newspaper once a week for two weeks prior to the hearing. ***This means that the Town will not be able to schedule the public hearing for at least two weeks after the date you submit the application.***

4. If you disagree with the Board of Adjustment decision you can appeal that decision to the Sampson County Superior Court. This appeal must be submitted within 30 days from the Board's decision.
5. Applicant shall provide the Town of Roseboro a list of names and addresses, as obtained from the County of Sampson tax listings and tax abstracts of all adjacent property owners, and all owners of property within the area of consideration.
6. One set of business (No. 10) envelopes stamped with a first class stamp and addressed to each person on the list. These envelopes shall be submitted at least eight (8) working days prior to the public hearing.
7. The Town of Roseboro shall then mail notices of the public hearing to each person on the list and shall certify the fact to the Town Board. Such certification shall be deemed conclusive in the absence of fraud.

**If you have any questions about applying for a Variance, please contact the Town Clerk, at the Roseboro Town Hall, (910) 525-4121.**

**Town of Roseboro, North Carolina  
APPLICATION FOR A VARIANCE**

**Applicant/Owner**

Name \_\_\_\_\_ Address \_\_\_\_\_

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

Name of Business (if applicable) \_\_\_\_\_

Phone: Business \_\_\_\_\_ Home \_\_\_\_\_

Fax: \_\_\_\_\_

**Property Information**

Address \_\_\_\_\_

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

PIN# \_\_\_\_\_ Deed Book \_\_\_\_\_ Page \_\_\_\_\_

(Attach copy of deed of subject property as it appears in Registry)

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

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

**Please answer the following:**

A. Section of the Zoning Ordinance from which a Variance is requested: \_\_\_\_\_

\_\_\_\_\_

B. Nature and extent of hardship involved in strict application of the Zoning Ordinance:

\_\_\_\_\_

\_\_\_\_\_

C. Existing or proposed use of property: \_\_\_\_\_

\_\_\_\_\_

D. What special conditions or circumstances exist which are peculiar to the particular piece of property in question because of its size, shape or topography that are not applicable to other lands or structures in the same district: \_\_\_\_\_

\_\_\_\_\_

E. What literal interpretations of the Provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the term of this Ordinance: \_\_\_\_\_

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F. What special circumstances are not the result of the applicant: \_\_\_\_\_

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G. How will granting the variance requested not confer on the applicant any special privilege that is denied by this Ordinance to other lands, structures, or buildings in the same district: \_\_\_\_\_

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I, \_\_\_\_\_ the undersigned applicant, do hereby certify that to the best of my knowledge and belief, all information supplied with this application to be true and accurate.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office Use Only** Date Received \_\_\_\_\_ Case# \_\_\_\_\_

