



APPEALS OF ADMINISTRATIVE DECISION APPLICATION

RECEIVED BY	FOR OFFICE USE ONLY	DATE STAMP
PIN # _____ - _____ BOC DISTRICT# _____ ZONING: _____ ZA# _____ AP # _____		

Appeals to the Zoning Board of Appeals may be taken by any person aggrieved by any decision of the director or other official in the interpretation of the Code or other county ordinances. Appeals of administrative or other officials decisions shall be made within thirty days of the date of the decision or action being appealed. Any persons aggrieved by a final decision by the Board of Commissioners may appeal to the Superior Court of the County.

A. APPLICANT INFORMATION (REQUIRED FOR ALL APPLICANTS):

Applicant Status: ☐ Owner ☐ Authorized Agent

Name:

Address:

E-mail Address:

B. ATTORNEY REPRESENTATION INFORMATION (IF APPLICABLE):

Preferred Contact: ☐ Applicant ☐ Attorney

Name:

Address:

Phone#: E-mail Address:

C. PROPERTY INFORMATION (REQUIRED FOR ALL APPLICANTS):

Tax Map & Parcel #(s): (e.g. xxx-xxx, xxx-xxx)

Zoning: Affected Applications: (e.g. ZAXXXX, SP08XXXX, etc.)

Subdivision Name: Lot # (s): (e.g. 1, 3, 5-7)

Property Address:

D. REQUEST AN APPEAL OF A DECISION (REQUIRED FOR ALL APPLICANTS):

☐ Ordinance 73: Soil Erosion and Sedimentation Control Ordinance

☐ Ordinance 87: Unified Development Code (UDC)

☐ Other:

Please indicate the specific Article, Section, and paragraph of the applicable ordinance that is under appeal (e.g. Ordinance 73, Section VII, B, 1. Stop Work Orders; UDC Section 8-10.4 (3), Consideration for home occupation.

Complete the following paragraphs by providing as much information as possible. Attach additional sheets only if additional space is necessary. A site plan is optional and should only be submitted if said site plan graphically helps to present the facts.

1) What was the date of the decision that is now the subject of this appeal?

2) Briefly explain the decision being appealed.

3) Identify the requested relief, e.g. overturn a fine, release a stop work order, etc.

4) Was a fine imposed?

If yes, what was the total amount of the fine?

5) Describe the grounds for reversing the decision at issue.

E. CORPORATE / COMPANY DISCLOSURES

Pursuant to UDC 8-2.1(H): If the owner or authorized agent is a corporate entity, provide the names of the officers, directors, and stockholders if controlling 10% or more, unless the corporation has stock that is traded on a national stock exchange. Also identify any parties having a direct financial interest in the zoning application other than the owner and applicant (e.g. developer or anticipated commercial occupant). If such additional parties having a direct financial interest are corporations or companies, then provide the names of officers, directors, company members, stockholders with 10% ownership or greater, unless the corporation has stock that is traded on a national stock exchange. In the event that public disclosure of the developer or commercial occupant may cause such developer or occupant to withdraw from pursuing a project due to competition, trade secret, or proprietary business concerns, then an affidavit affirmatively declaring such shall be tendered with the application and in that event only the owner and or authorized applicant shall be identified:

F. PROPERTY OWNER AUTHORIZATION AFFIDAVIT (REQUIRED FOR ALL APPLICANTS): ADD ADDITIONAL SHEETS IF APPLICABLE.

Notice to Applicant. This application must be signed by the owner(s) as listed on the deed of record for the subject property. owner or authorized agent (i.e. applicant or representing attorney) may speak on behalf of this application at the public hearing. The undersigned hereby swear that he/she/they is/are the owner(s) of the subject property as identified on this application.

I /We hereby authorize the authorized agent or attorney listed on the front of this application to speak and act on behalf of the owner(s) for this application. I/We realize that any action granted for this property will be binding on the property regardless of ownership.

Owner Name:

Address:

Bus. Phone#: E-mail:

Notary Stamp

Signature of Owner: _____ Date: _____

Signature of Notary: _____ Date: _____

G. APPLICANT CERTIFICATION (REQUIRED FOR ALL APPLICANTS): PLEASE READ AND INITIAL THE FOLLOWING STATEMENTS.

_____ 1) I hereby request the action contained within this application relative to the property shown on the attached plats and site plan and further request that this item be placed on the Zoning Board of Appeals agenda for a public hearing.

_____ 2) I understand that my request will be postponed if all the necessary information and/or requirements are not presented.

_____ 3) I understand that I have an obligation to present all necessary information required by the Unified Development Code to enable the Zoning Board of Appeals to make an informed determination on my request.

_____ 4) I understand that my request will be acted upon at the Zoning Board of Appeals public hearing and that I am required to be present or to be represented by the authorized representative as indicated on this application, so that someone is available to present all facts and answer questions. I understand that failure to appear at a public hearing may result in the postponement or denial of my request. I further understand that it is my responsibility to be aware of relevant public hearing dates and times regardless of notification from Forsyth County.

_____ 5) The Unified Development Code (UDC) of Forsyth County requires the landowner, applicant, or authorized representative to place the yellow public hearing sign(s) on the subject property at least twenty-one (21), but not more than forty-five (45) days prior to the public hearing. In order to insure that the correct information is included on the public hearing sign(s), the Planning & Development Department will prepare the sign(s) and contact the applicant to pick it/them up and post the sign(s) on the subject property within the specified time frame. It is the applicant's responsibility to maintain the sign(s) until an application is withdrawn or the public hearing is held. The term "maintain" means that the sign(s) shall remain standing, be readable, and be updated regarding any changes in the date of the public hearing. A signed affidavit with a dated photo of each sign(s) placing said sign(s) against a verifiable property landmark shall be submitted to the Planning & Community Development Department. Failure to submit the affidavit shall result in the postponement of the public hearing. The applicant shall be responsible for removal of all public notice signs within three (3) days of the final motion or date of withdrawal.

H. APPLICANT WITHDRAWAL (ONLY SIGN IF OFFICIALLY WITHDRAWING APPLICATION REQUEST):

Signature of Applicant: _____ Date: _____