

Appeal of Administrative Decision Application



Department of City Planning | 1 Exchange Plaza, Suite 300 | Raleigh, NC 27601 | 919-996-2682

Nature of appeal (If more space is needed, submit addendum on separate sheet):		OFFICE USE ONLY Transaction Number
Provide all previous transaction numbers for Coordinated Team Reviews, Due Diligence Sessions or Pre-Submittal Conferences in the spaces below. If this property was the subject of a previous Board action, provide the case number.		

GENERAL INFORMATION		
Property Address	Date	
Property PIN	Current Zoning	
Nearest Intersection	Property size (in acres)	
Property Owner Information		
Property Owner	Phone	Fax
Owner's Mailing Address	Email	
Contact Person Information		
Project Contact Person	Phone	Fax
Contact's Mailing Address	Email	
Property Owner Signature	Email	
Notary Sworn and subscribed before me this _____ day of _____, 20____	Notary Signature and Seal	

It is improper to contact any member of the Board of Adjustment prior to the disposition of a case to discuss the request. An application will not be considered complete until all required submittal components listed on the Appeal of Decision Checklist have been received and approved.

APPEAL OF ADMINISTRATIVE DECISION CHECKLIST (to be completed by applicant)		
	YES	N/A
PRE-SUBMITTAL REQUIREMENTS		
1. A Notice of Appeal shall be submitted to the City Clerk simultaneously with submittal of an Appeal application	<input type="checkbox"/>	<input type="checkbox"/>
2. Appeal of Administrative Decision applications shall be submitted to the City Clerk, 2 nd Floor Raleigh Municipal Building	<input type="checkbox"/>	<input type="checkbox"/>
3. Completed Appeal of Administrative Decision Intake Requirements sheet	<input type="checkbox"/>	<input type="checkbox"/>
APPEAL OF ADMINISTRATIVE DECISION REQUIREMENTS		
1. A signed, notarized application and submittal fee are required.	<input type="checkbox"/>	<input type="checkbox"/>
2. If the appeal involves a specific property, the applicant must submit stamped envelopes addressed to the property owners within 100 feet of the subject property. City staff will mail the public hearing notices.	<input type="checkbox"/>	<input type="checkbox"/>
3. The Board of Adjustment conducts a quasi-judicial hearing. You may not contact the Board members once the application has been filed.	<input type="checkbox"/>	<input type="checkbox"/>
4. If the appeal involves a specific property, City Staff will place a public hearing sign on the subject property. The sign must be prominently displayed on the property for at least ten days before the hearing. The property owner is responsible for maintaining the sign during this ten-day period. The owner must return the sign to city staff within three days of the hearing. The owner will be charged \$45 for any sign not returned.	<input type="checkbox"/>	<input type="checkbox"/>
5. If the appeal involves an interpretation made by the City, a copy of the written interpretation shall be included.	<input type="checkbox"/>	<input type="checkbox"/>
APPEAL OF ADMINISTRATIVE DECISION CONSIDERATIONS		
The Board of Adjustment will review the showings and regulations that were applicable to the original decision.	<input type="checkbox"/>	<input type="checkbox"/>

APPEAL OF ADMINISTRATIVE DECISION INTAKE REQUIREMENTS (to be completed by applicant)					
GENERAL REQUIREMENTS	YES	N/A	TO BE COMPLETED BY CITY STAFF		
			YES	NO	N/A
1. I have referenced the Appeal of Administrative Decision Checklist and by using this as a guide, it will ensure that I receive a complete and thorough first review by the City of Raleigh	<input type="checkbox"/>	<input type="checkbox"/>			
2. Appeal of Administrative Decision application review fee (see Development Fee Schedule for rate)	<input type="checkbox"/>	<input type="checkbox"/>			
3. Completed, notarized application	<input type="checkbox"/>	<input type="checkbox"/>			
4. One set of stamped envelopes addressed to all property owners within 100 feet of the subject property (if appeal is related to specific property)	<input type="checkbox"/>	<input type="checkbox"/>			
5. List of all adjacent property owners	<input type="checkbox"/>	<input type="checkbox"/>			
6. Twelve copies of site plan or plot plan subject to the appeal	<input type="checkbox"/>	<input type="checkbox"/>			

Ten days prior to submitting an application to appeal an administrative decision, a notice to appeal must be submitted to the City Clerk and copied to the administrative officer who rendered the original decision.