



TOWN OF MAYODAN

210 West Main Street • Mayodan, NC 27027

Variance Application

Please fill in all blanks (use N/A if not applicable to your situation).

Date of Application:

Application No. (staff use):

A. Address of Subject Property

B. Applicant

Name:

Mailing Address:

Phone:

Cell:

Email Address:

C. Property Owner (if different from applicant)

Name:

Mailing Address:

Phone:

Cell:

Email Address:

D. Property Information

Rockingham County Parcel Number:

Current Zoning District:

Existing Use of Property:

About This Process

The Board of Adjustment is authorized by North Carolina law to hear variance requests. Proceedings before the Board are quasi-judicial: testimony is given under oath and decisions must be based on competent, material, and substantial evidence — not personal preference or opinion. Following a final decision, any aggrieved party may seek review by filing a petition for writ of certiorari with Rockingham County Superior Court.

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E. Relief Requested

By this application, the Board of Adjustment is requested to grant a variance from the literal provisions of the Town of Mayodan Ordinances because, under the interpretation given by the Planning and Zoning Administrator, the applicant is prohibited from using the parcel of land indicated on this application in the manner shown on the attached site plan.

Relief requested from the following provision of the Ordinance (Section number and title):

Briefly describe the project and why the variance is necessary:

F. Required Findings of Fact

State law requires the Board to reach all four conclusions below before a variance may be granted. Answer each finding as it applies to this property; attach an additional sheet if more space is needed.

1. Unnecessary hardship.

Unnecessary hardship would result from strict application of the ordinance. You do not need to show that no reasonable use of the property is possible without the variance.

2. Hardship is peculiar to the property.

The hardship results from conditions peculiar to the property (e.g., location, size, or topography) — not from personal circumstances or conditions common to the neighborhood or general public.

3. Hardship is not self-created.

The hardship did not result from actions taken by the applicant or property owner. Purchasing property with knowledge of the circumstances is not, by itself, a self-created hardship.

4. Consistent with ordinance intent.

The requested variance is consistent with the spirit, purpose, and intent of the Ordinance, such that public safety is secured and substantial justice is achieved.

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G. Adjoining Property Owners & Sketch Plan

This application must be accompanied by a list of adjoining property owners and a sketch plan, drawn to scale, showing:

- The boundaries of the lot(s) in question.
 - The size, shape, and location of all existing and proposed buildings, structures, and accessory uses.
 - Off-street parking areas and driveways.
- The distance from each proposed building or structure to every adjacent property line.

	Rear Property Line	
Side Property Line		Side Property Line
	Front Property Line	

(This area is your lot — sketch the site plan or attach a separate scaled drawing)

VARIANCE APPLICATION FEE: \$250.00

The fee is not due at submission. Once staff determines the application is complete, staff will contact you to arrange payment.

H. Certification & Signatures

I hereby certify that all information provided in this application is, to the best of my knowledge, accurate and complete. I understand that issuance of a variance does not excuse the applicant and/or property owner from obtaining all other building, trade, or other permits required by law prior to beginning work, and that any construction or operation authorized by a variance must commence within one (1) year of the date the Board's order is signed, or the variance becomes null and void.

Property Owner – Print Name

Property Owner – Electronic Signature

Date

(click box, then type full name to sign electronically)

For Office Use Only

Date Received:	Received By:	Case Number:
Public Hearing Date:	Notices Mailed On:	Decision Filed Date:
Newspaper Name:	Date Notice Published:	Action Taken:
Sketch Plan Attached:	☐ Yes ☐ No	



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Electronic Submission

This application may be completed and submitted electronically.

1. Complete all applicable fields on pages 1–3 of this form.
2. Type your full name in the electronic signature field to sign the application.
3. Click the Submit by Email button below. Your default email application will open with this completed form attached and addressed to the Planning Department.
4. Send the email. Once staff determines the application is complete, staff will contact you to arrange payment of the required \$250.00 application fee (see page 3 for fee details).

About This Process

Please open this form in the free Adobe Acrobat Reader app (desktop or mobile) to fill it out and use the Submit by Email button. Opening the PDF directly in a web browser, or in your device's built-in PDF viewer, may prevent the submit button from working. Get Adobe Acrobat Reader free at get.adobe.com/reader.

A payment link is not provided with this application. The \$250.00 variance application fee is not due at the time of submission — once Town staff determines your application is complete, staff will contact you directly to arrange payment.

Submit by Email

Button not working? You can also email your completed, signed PDF directly to: mshuler@mayodannnc.org