



**Notice of Request to the Board of Adjustment  
For Variance**

Property Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parcel Identification #: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Appellant: \_\_\_\_\_

Appellant's Address  
& Phone Number: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Submitted: \_\_\_\_\_

Nature of Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Square footage  
of property: \_\_\_\_\_  
\_\_\_\_\_

Signature of Appellant: \_\_\_\_\_

## Important Information

A fee of **\$250** must be submitted with this application to the Department of Planning and Development so your request may be placed on the agenda. All requests must be submitted **21 working days prior to the meeting date** of the Board of Adjustment (meets the 1<sup>st</sup> Tuesday of each month).

**One (1) copy of the sketch plan drawn to scale on an 8.5" x 11" sheet is required to be submitted with the application.**

**Note:** A copy of the agenda packet and the City's recommendation will be mailed to you prior to the meeting. If at that time the petitioner desires to submit any additional information to the Board of Adjustment members, such information may be presented at the meeting when the request is heard.

### NOTICE OF RIGHT TO HAVE MATERIALS FORWARDED TO MEMBERS OF ROCKY MOUNT BOARD OF ADJUSTMENT

Prior to each meeting of the Board of Adjustment, materials pertaining to each appeal request for a variance from the zoning ordinance, request for a special use permit, request for interpretation, and all other matters scheduled for hearing are forwarded to individual members of the Board of Adjustment for their review.

If you are scheduled to appear before the Board of Adjustment, you are entitled to have forwarded to Members of the Board any written materials pertaining to your case, which can be duplicated and forwarded by U.S. Mail. To have your materials included in the packet of information forwarded to Board Members, you must deliver the materials to the Department of Planning and Development, Rocky Mount City Hall at the same time the application is submitted. Materials must be reproduced on 8 ½ x 11 sheets, except for surveys or maps.

You are reminded **that you are not entitled to contact any Board of Adjustment Member** in any attempt to discuss your case prior to Board's scheduled meeting. All materials submitted shall be typewritten or handwritten in legible form. Videos and recorded tapes will not be included in the information forwarded to Board members.

If your materials are not received by the aforesaid date and time, you will be deemed to have waived your right to have materials of your choosing forwarded to Board Members.