

# **Appeal of an Administrative Decision and /or Interpretation of the Zoning Ordinance Application**

Boards of Adjustment in North Carolina function as a quasi-judicial body. Therefore, ex parte contact between applicants, other interested persons, or their respective representatives and members of the Board is inappropriate and not permitted. This guideline is reflected in the Rules of Conduct of the Greenville Board of Adjustment. Rule 4-5 states:

No Board member shall discuss any case with any parties in interest prior to the public hearing on that case, provided however, that members may receive and/or seek information pertaining to the case from any other members of the Board. (VIOLATION OF THIS RULE SHALL BE CAUSE FOR DISMISSAL.) Rules of Procedures, Zoning Board of Adjustment, Greenville, North Carolina.

## **INSTRUCTIONS FOR FILING AN APPLICATION FOR AN APPEAL OF AN ADMINISTRATION DECISION AND /OR INTERPRETATION OF THE ZONING ORDINANCE**

1. To qualify as an applicant for an appeal of an administrative decision and /or interpretation of the zoning ordinance the applicant must constitute an aggrieved party to such adverse decision and /or interpretation.
2. The applicant must complete this application in full. **This application will not be processed unless all information requested is provided.**
3. In order to be considered by the Board of Adjustment, applications must be filed with the Community Development Department within thirty days after the date of the order, requirement, decision, or other determination of the officer from whom the appeal is taken. The appeal will be scheduled for the first Board meeting, which is at least twenty (20) days after the date the application is filed.

The Board's monthly meeting is held on the fourth Thursday of each month from January - October. For the months of November and December the meeting is held on the third Thursday.

The Board meets in the Council Chambers of City Hall, located at the corner of Washington Street and W. Fifth Street at 7:00 PM.

For additional information or assistance, call the Planning Division at **(252)329-4498**.

4. The filing fee for each application is set out in the Manual of Fees. **(Currently \$500.00 for all cases except parking on unimproved surfaces cases at \$50.00; refund of fee where the Board finds in favor of the applicant)**

BOA \_\_\_\_\_ - \_\_\_\_\_

Date Received \_\_\_\_\_

Receipt Number \_\_\_\_\_

**CITY OF GREENVILLE**

**APPEAL OF AN ADMINISTRATIVE DECISION AND /OR AN  
INTERPRETATION OF THE ZONING ORDINANCE APPLICATION**

Applicant Name(s) \_\_\_\_\_  
\_\_\_\_\_

Contact Name and Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Contact Phone Number ( \_\_\_\_\_ ) \_\_\_\_\_

Contact Phone Number ( \_\_\_\_\_ ) \_\_\_\_\_

Contact Fax Number ( \_\_\_\_\_ ) \_\_\_\_\_

The appeal is from the following adverse decision of an administrative officer:

\_\_\_\_\_  
\_\_\_\_\_

This adverse decision was made with respect to property described as being located at:

\_\_\_\_\_  
\_\_\_\_\_

Tax Parcel # \_\_\_\_\_

I hereby request an interpretation of:    (    ) the zoning map  
  (    ) the following section(s) of the Zoning Ordinance:

\_\_\_\_\_  
\_\_\_\_\_

insofar as the map and/or the ordinance relate to the use of the property described above.

