

**ONslow COUNTY PLANNING & DEVELOPMENT**  
**APPEAL APPLICATION AND SUBMITTAL POLICY**  
**CALENDAR YEAR 2022**

**Application and Plan Submittal**

A complete application and fee of \$350 are to be submitted to the Onslow County Clerk to the Board of Commissioners; a copy of the application must be submitted to the Planning & Development Department. Once the application is received, it will be reviewed for completeness. The applicant will be notified if additional information is needed.

A complete application includes all of the following:

- A completed appeal application form
- Application Fee of \$350
- One stamped envelope for all abutting property owners

*\* Please make payment payable to Onslow County Planning & Development. All checks must include a physical address and a phone number. **Personal checks** must include driver's license or social security number. **Business checks** must have a North Carolina address.*

Application packages are to be submitted by 5 pm on the submittal date as shown below:

<b>Submittal Date</b>	<b>Board of Adjustment Public Hearing Date</b>
Monday, 12/6/21	Tuesday, Jan. 25
Monday, Jan. 3	Tuesday, Feb. 22
Monday, Jan. 31	Tuesday, March 22
Monday, March 7	Tuesday, April 26
Monday, April 4	Tuesday, May 24
Monday, May 2	Tuesday, June 28
Monday, June 6	Tuesday, July 26
Friday, July 1	Tuesday, Aug. 23
Monday, Aug. 1	Tuesday, Sept. 27
Friday, Sept. 2	Tuesday, Oct. 25
Monday, Oct. 3	Tuesday, Nov. 22
Monday, Oct. 31	Tues., Dec. 27
Monday, Nov. 28	Tues, 1/24/23

**Board of Adjustment Hearings**

Unless otherwise noted, the Board of Adjustment meets each fourth Tuesday at 6:30pm in the Commissioners' Chambers at 234 Northwest Corridor Blvd., Jacksonville, NC.

*\*It is the policy of the Board of Adjustment to hear 2 cases per meeting. Cases will be placed on the agenda on a first-come, first-served basis. When more than two cases are submitted by the submittal date, the third and fourth cases will be scheduled for the alternate meeting date to be held on the 2<sup>nd</sup> Tuesday of the following month.*

The Planning & Development Department shall submit the agenda to the Board of Adjustment members by the Friday before the scheduled Board meeting. The agenda and related staff report shall be forwarded to each applicant at the same time.

**Withdrawal of the Application**

Any application may be withdrawn at any time; however, any fees submitted as part of the application shall be forfeited.

**ONSLOW COUNTY APPEAL APPLICATION**

APPLICANT INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

SUBJECT PROPERTY INFORMATION (if applicable)

Address \_\_\_\_\_

Tax Map Number \_\_\_\_\_ Zoning district \_\_\_\_\_

Owner Name \_\_\_\_\_

Nature of Appeal (cite Section of Ordinance, if applicable)

(Additional sheets may be attached, if necessary)

\_\_\_\_\_  
**Zoning Official's Signature/Date**

\_\_\_\_\_  
**Printed Name of Applicant/Date**

\_\_\_\_\_  
**Signature of Applicant/Date**

**NOTE: Application must be completed in its entirety in order to be accepted and processed.**