



**ALEXANDER COUNTY**  
**North Carolina**

Case #: \_\_\_\_\_  
Tax Map #: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_

**Notice of Appeal**

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**A) OWNER/APPLICANT OR AGENT INFORMATION:**

1) APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

2) PROPERTY OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Check here if there are additional property owners, and attach their names, addresses and telephone numbers.

3) Will an attorney or other agent represent the applicant/property owner in this matter?

REPRESENTATIVE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**B) PROPERTY INFORMATION:**

1) PROPERTY LOCATION (Address or Description): \_\_\_\_\_

\_\_\_\_\_

2) TAX MAP #: \_\_\_\_\_ LOT #: \_\_\_\_\_ SIZE (sqft./acres): \_\_\_\_\_

Check here if there are more than two lots and attach a list of the properties under review.

**C) NOTICE OF APPEAL:**

TO THE ALEXANDER COUNTY/TAYLORSVILLE BOARD OF ADJUSTMENT:

Notice is hereby given the Board of Adjustment and the Director of Planning and Development of an appeal from the ruling of the Zoning/Code Enforcement Officer based on the following information:

1) DATE OF INQUIRY: \_\_\_\_\_

2) REQUESTED USE: \_\_\_\_\_

3) THE PERMIT WAS:  DENIED  GRANTED

The applicant seeks an administrative review according to the provisions of Section 154.335 of the Alexander County/Taylorsville Zoning Ordinance. The grounds or supporting evidence for this appeal are as follows:

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

D) REQUIRED SIGNATURES:

I/We, the undersigned, do hereby certify that all information given above is true, complete and accurate to the best of my/our knowledge, and do hereby request the Board of Adjustment to take action as sought by this application.

- 1) (Owner's Name-please print) (Owner's Signature) (Date)
2) (Owner's Name-please print) (Owner's Signature) (Date)
3) (Applicant's Name-please print) (Applicant's Signature) (Date)
4) (Representative's Name-please print) (Representative's Signature) (Date)

Corporations, Limited Liability Corporations, Partnerships or other similar entities: please include a notarized Official Corporate Certification authorizing a representative to sign on behalf of the corporation.

STAFF USE ONLY – APPLICANT: DO NOT WRITE BELOW THIS LINE

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_

BOA Meeting Date: \_\_\_\_\_ Published on: \_\_\_\_\_

BOA Action: Approved Denied Applicant Notified: \_\_\_\_\_

Staff Comments: \_\_\_\_\_

**PROCEDURES TO APPEAL THE  
ZONING CODE ENFORCEMENT OFFICER'S DECISION**

1. The petition must be filed with the Director of Planning and Development at least twenty (20) days prior to the meeting at which it is to be considered by the Board of Adjustment. The following items are required at the time of submission:
  - A) A completed application.
  - B) A filing fee of \$425.00.
2. An application may only be withdrawn by written request from the applicant. If such request is received prior to submitting public notices to the newspaper, filing fees may be refunded. However, if the application is withdrawn after public notices are published, application fees cannot be refunded.
3. All evidence and exhibits, including maps, pictures, drawings, mounted materials, models, etc., presented at the public hearing become part of the application and the permanent record, and shall be considered the property of the County. Such items shall not be returned to the petitioner. Where an identical copy not yet mounted can be provided for the County's record, then the petitioner may request in writing the retrieval of mounted documents.
4. All meetings are held at 7pm in the Main Conference Room of the Alexander County Services Center located at 151 W. Main Ave. Taylorsville, NC.
5. The Alexander County/Taylorsville Planning and Zoning Commission, serving as the Board of Adjustment, meet on the 1<sup>st</sup> Thursday of every month and call for a public hearing on all appeals or administrative reviews. A notice of public hearing is published in the *Taylorsville Times*. The Board may choose to uphold or reverse the decision of the Zoning/Code Enforcement Officer. The Board of Adjustment action is final unless appealed in a court of law (Superior Court of Alexander County).