

Appeal of Decision of Zoning Administrator

Town of Highlands,
North Carolina

Date: _____

Application # APP _____

Type of Administrative Decision Being Appealed: _____

Location of Property Affected:

Date of Administrative Decision: _____

Petitioner (if other than owner authorization form required) _____

Petitioner's Mailing Address:

Petitioner's Phone: _____ Fax: _____ Cell: _____

Petitioner's E-Mail: _____

Section 4.19.1: Appeals of Administrative Decision to Zoning Board of Adjustment, Town of Highlands Unified Development Ordinance:

No appeal shall be heard by the Zoning Board of Adjustment unless a written notice of appeal is filed within ten (10) days after the interested party or parties receive notice of the order, requirement, decision, or determination by the Planning and Development Director and Stormwater Administrator. Appeals shall be made upon the form furnished for that purpose, and all information required thereon shall be complete before an appeal shall be considered as having been filed.

Appeals shall be addressed and submitted to the Zoning Board of Adjustment and shall be delivered to the office of the Planning and Development Director and Stormwater Administrator. All documents, pleadings, and transcripts or certified copies thereof, constituting the record upon which the action being appealed from was taken, shall forthwith be transmitted to the Zoning Board of Adjustment by the Planning and Development Director and Stormwater Administrator. Upon service of the notice of appeal, accompanied by the supporting documents, upon the Chairman or Vice-Chairman of the Zoning Board of Adjustment, the Board shall forthwith fix a date within a reasonable time thereafter for the hearing of the appeal or for a hearing upon any other matter properly referred to it; the Zoning Board of Adjustment shall call a public hearing as outlined in Sec. 4.2.4, Notice and Public Hearings, shall give due notice thereof to the parties in interest, and render a decision upon the same within a reasonable time after the hearing. At the hearing, any party may appear in person or be represented by his authorized agent or attorney.

