

Appeal

Background

An appeal from any final decision of the Zoning Administrator may be taken to the Board of Adjustment by any person aggrieved. An appeal is taken by filing with the Zoning Administrator and the Board of Adjustment a written notice of appeal specifying the grounds. An appeal must be taken within thirty (30) days after the date of the decision by the Zoning Administrator. It should be noted that the Board of Adjustment may reverse or affirm (wholly or partly) or may modify the decision of the Zoning Administrator.

Where do I initiate an appeal?

Town of Carrboro Planning Department
Zoning and Inspection Division
301 West Main Street
Carrboro, NC 27510

Hours: Monday-Friday, 8AM to 5PM

Phone: (919) 918-7336
Fax: (919) 942-1720

What information is required for an appeal?

A completed "Land Use Permit Application" form with Attachment B. Please see the "Land Use Permit Application" in Appendix I – 1 for a list of the applicable information required. "Attachment B" can be found in Appendix I – 15. Please keep in mind that, depending on the appeal, more or less information may be required. Please contact a member of the Planning Department's Zoning Division at (919) 918-7336 for specific information required for an appeal.

Who may be involved in the appeal process?

Town of Carrboro Planning Department

- Planning Department
- Zoning Division

Town of Carrboro Consulting Engineer
Board of Adjustment

How does the appeal process work?

The appeal packet is received from the applicant within thirty 30 days of the ruling made by the Zoning Administrator. The Zoning Division will schedule the appeal on the proceeding Board of Adjustment's meeting. The Zoning Division will prepare a report stating the facts of the appeal and present this to the Board of Adjustment the night of the meeting. The applicant or a legal representative will be allowed time to present their case to the Board of Adjustment the night of meeting also. Other interested persons may also speak at the hearing. The Board of Adjustment will close the public hearing and decide to reverse or affirm (wholly or partly) or may modify the decision of the Zoning Administrator.

How much does the appeal process cost?

Please see the "Town of Carrboro Schedule of Fees and Miscellaneous Charges" found in Appendix I – 28 (subject to change annually).