

Special Exception

Background

A special exception is a permit issued by the Board of Adjustment that authorizes the recipient to deviate from the otherwise applicable requirements of the Land Use Ordinance in lot boundary lines (up to 50% reduction in rear and side yard setback) and not street right-of-way lines. The reduction may be permitted only for buildings on lots used for conforming residential purposes in residential districts, where the building in question has existed for at least three years prior to the application for a special exception.

Where do I initiate a special exception?

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 a special exception?

A completed Land Use Permit application form with Attachment C. Please see the "Land Use Permit Application" in Appendix I - 1 for a list of the applicable information required. "Attachment C" can be found in Appendix I - 16. Please keep in mind that, depending on the circumstances of the request, 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 your special exception request.

Who may be involved in the special exception?

Town of Carrboro Planning Department

- Planning Department

- Zoning Division

Town of Carrboro Public Works

Town of Carrboro Consulting Engineer

Board of Adjustment

How does the special exception process work?

The special exception packet is received from the applicant. The Zoning Division will schedule the special exception on the proceeding Board of Adjustment's meeting. The Zoning Division will prepare a report stating the facts of the appeal and offer a recommendation of the permit 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. It should be noted, that the applicant will present a petition from all property owners entitled to receive notice of the hearing that their property value will not be adversely affected by the proposed use (this is not required, but is heavily weighed in the decision process). The Board of Adjustment will close the public hearing and decide to grant the special exception if the issuance of the permit will not create a threat to the public health and safety and will not adversely affect the value of adjoining or neighboring properties.

How much does a special exception process cost?

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