



ADMINISTRATOR APPEAL PACKET

DPM Appendix #A.15 Supplement 20 March 2023

General Information

Use this petition to appeal an administrative decision.

Contact a Planner by calling 919-557-3908 to discuss your appeal before moving forward with submitting this application.

All appeals must be submitted within 30 days of the decision or action being appealed.

The full review procedures for Appeal of an Administrator Decision can be found in the Town of Holly Springs [Unified Development Procedures Manual Ordinance \(UDO\) Chapter 11](#).

Visit www.hollyspringsnc.us/2170/Development-Services for a current fee schedule and review calendar for the Board of Adjustment.

Submittal Requirements

All items listed are required for a complete submittal. Incomplete submittals will be rejected and delay the process.

Submit the following items via the [Portal](#). All applications submitted by NOON on Friday will be routed the following week for review:

- Petition
- Survey/Legal Description (required only if request does not include the entire tax parcel)
Note: All legal descriptions are to contain references to inorganic monuments, and all references on surveys or legal descriptions describe a course and distance from either the closes NCGS monument or Town of Holly Springs monument, regardless of the distance thereto.
- Detailed Statement of Request for Appeal
- Site plan, photos or other documentation to provide evidence regarding the justification for the Appeal

Once your submittal is deemed complete and accepted, staff will send you a confirmation and advise that submittal fees (if applicable) are available for payment in the [Portal](#).

For questions about your submittal, please reach out to dsintake@hollyspringsnc.gov



PETITION CONTACT INFORMATION

Applicant and Financially Responsible Party will need to register for an account on the [CityView Portal](#).

Appellant

Name:	Company:
Mailing Address:	
City, State Zip:	
Telephone:	E-Mail:

PROJECT INFORMATION

Project Name	
Project Number	
Project Location <i>Use street address. If none, use closest intersection</i>	<input type="checkbox"/> Within Corporate Limits <input type="checkbox"/> Within Holly Springs ETJ <input type="checkbox"/> Pending Annexation
PIN(s)	
Real Estate ID	
Project Acreage	<input type="checkbox"/> Part Parcel?
Current Zoning	
Sketch Plan Review (Pre-Submittal Mtg) Date:	

ADMINISTRATIVE APPEAL REQUEST (use additional sheets if needed)

I hereby appeal to the Board of Adjustment from the following decision of the Unified Development Ordinance Administrator:

STATEMENT BY APPELLANT

I certify that I have attached to this Administrator Appeal form my interpretation of what actions, decisions or interpretations of the UDO section(s) are in question. I also state my reasons, interpretations and justifications for believing that the actions, decisions, or interpretations made by the Unified Development Ordinance Administrator are not correct and should be appealed.

I certify that all information presented in this application is accurate to the best of my knowledge. I understand that incomplete, inaccurate or illegible petitions will not be processed. Further, I grant permission for members of the Board of Adjustment and Town staff to visit the site in question for informational, advertisement, and inspection needs. I further understand that the application fee is non-refundable.

Signature:

Date: