

Variance

Background

A variance is a “granting of permission” by the Board of Adjustment, authorizing the applicant to do that which, according to the strict letter of the Land Use Ordinance, could not otherwise legally be done. A variance may be granted by the Board of Adjustment if it concludes that the strict enforcement of the ordinance would result in practical difficulties or unnecessary hardships for the applicant and that, by granting the variance, the spirit of the ordinance will be observed, public safety and welfare maintained, and substantial justice done.

Where do I initiate a variance?

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 variance?

A completed Land Use Permit Application form with Attachment A. Please see the “Land Use Permit Application” in Appendix I – 1 for a list of the applicable information required. “Attachment A” can be found in Appendix I – 14. Please keep in mind that, depending on the variance, 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 a variance.

Who may be involved in the variance process?

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 variance process work?

The variance packet is received from the applicant. The Zoning Division will schedule the variance on the proceeding Board of Adjustment’s meeting. The Zoning Division will prepare a report stating the facts and offer a recommendation on the variance 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 grant the variance if it can meet the “five findings of fact.” In granting the variance, the Board of Adjustment may impose such reasonable conditions as will ensure that the use of the property to which the variance applies will be as compatible as practicable with the surrounding properties.

How much does the variance process cost?

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