



TOWN OF WAYNESVILLE

Development Services Department

9 South Main Street, Suite 110

Waynesville, NC 28786

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www.waynesvillenc.gov

Appeal Application

THIS FORM SHALL BE FILED FOR AN APPEAL FROM AN ACTION OR DETERMINATION OF THE ZONING ENFORCEMENT OFFICER, LAND USE ADMINISTRATOR, ZONING ADMINISTRATOR AND/OR AN INTERPRETATION OF THE LAND DEVELOPMENT STANDARDS (LDS) PURSUANT TO SECTIONS 15.2.3 AND 15.12 OF THE LDS.

Applicant Information:

Name: _____ Phone Number: _____

Address: _____

Email: _____

The adverse decision was made with respect to the property described below:

Address: _____ PIN: _____

Acreage: _____

Property Owner: _____ Owner's Phone Number: _____

Owner's Email: _____

Staff determination or action under appeal:

Relevant ordinance section: _____

In the space provided below, or on a separate sheet, present your interpretation or reason for the appeal. Attach additional documents and/or maps, if necessary.

By signature below, I hereby acknowledge my understanding that this application will be considered in a quasi-judicial proceeding and that neither I, nor anyone on my behalf, may contact the Zoning Board of Adjustment, except through sworn testimony at the public hearing.

Applicant's Signature: _____ Date: _____

1. Filing Procedure:

An appeal of an administrative decision may be taken by any person aggrieved (or by their authorized agent) or may be taken by any officer, department, board or bureau of the Town. Such an appeal shall be made to the Town Clerk within thirty (30) days of the receipt of the written notice of decision from the Town.

See LDS Section 15.12 for additional information.

2. Notification Requirements:

Planning Staff will provide written notice of the hearing to all property owners within one hundred (100) feet of the subject property. Staff will also:

- Publish a notice in a newspaper of general circulation in the Town once a week for two (2) consecutive weeks;
- Prominently post a notice on the subject property or on an adjacent public street or highway right-of-way; and
- Distribute a notice to local media contacts.

Additional notification requirements may apply.