



Application No. _____
Date _____

**TOWN OF HARRISBURG
REQUEST FOR A CERTIFICATE OF NON-CONFORMING ADJUSTMENT**

A Certificate of Non-Conforming Adjustment shall be required to enlarge, expand, or otherwise alter any Non-Conforming Use or Structure as set forth in the Zoning Ordinance. The Zoning Administrator shall issue a Certificate of Non-Conforming Adjustment. In order to request a Certificate of Non-Conforming Adjustment from the Zoning Administrator, please submit the following application and the appropriate fee to the Town of Harrisburg Planning and Zoning.

Per the Unified Development Ordinance, an applicant must include the following to be considered for a Certificate of Non-Conforming Adjustment:

- A detailed plan of the existing site, showing the degree of non-conformity with respect to the dimensional and design regulation of the UDO.
- A detailed explanation of the current use including documentation of traffic generated by the current use (if applicable).

If there are additional questions concerning this process, please call the Planning and Zoning Office at (704) 455-5614. Town Offices are open from 8am to 5pm Monday through Friday.

To the Board of Adjustment:

I _____, hereby request to enlarge, expand, or alter the current non-conforming use or structure owned by:

NAME: _____

ADDRESS: _____

Located at:

ADDRESS

PIN / ZONING CLASSIFICATION

Statement by Appellant:

In the space provided below, or on the back of this form, present your detailed explanation of the current non-conforming use.

I certify that all of the information presented by me in this application is accurate to the best of my knowledge, information, and belief.

Represented By

Signature of Appellant

Address

Address

Phone Number

Phone Number

NOTE:

Decision by Zoning Administrator

Within 30 days of the date of receipt of a request for a non-conformity adjustment, the Zoning Administrator will either approve or deny the request. His decision to approve may be based upon the applicant agreeing to site changes. The decision to approve or deny will be made based on the following criteria:

- **Noise:** Does the non-conformity create noise above and beyond levels considered normal to the area?
- **Traffic:** Does the non-conformity generate or have the potential to generate a significantly higher volume of traffic than surrounding land uses?
- **Surrounding Property Values:** Does the non-conformity detract from the prevailing property values?
- **Aesthetics:** Does the non-conformity compliment or detract from the overall aesthetic character of the area?

DATE RECEIVED:

DATE LETTER SENT TO ADJACENT PROPERTY OWNERS:

ADMINISTRATOR'S DECISION:

GRANTED – DENIED

REASON FOR DENIAL:

DATE APPROVAL LETTERS SENT:

STAFF INITIAL: _____