

Zoning Board of Adjustment Permits

What is the Zoning Board of Adjustment?

The Zoning Board of Adjustment consists of five (5) regular members and two (2) alternates. The Board conducts hearings on matters dealing with the City of Watauga Zoning Ordinances and variances to the Building Codes. It is not a legislative body with the authority to amend ordinances or create new laws.

When Do I Need a Zoning Board of Adjustment Application?

You will need to obtain a Zoning Board of Adjustment (ZBA) application whenever you are building, remodeling or changing your property in a way that is contrary to the City's current zoning ordinances and/or building codes. You will be "requesting a variance" from the Zoning Board of Adjustment.

What Documents are Necessary?

An application must be submitted and signed by the owner of the property. The following documents must accompany the application:

- Fee of \$150.00, plus cost incurred by the City for postage, mailing, copying and other related expenses.
- Metes and bounds (field notes) if the property has not been dedicated to the City of Watauga or when a variance is requested on a portion of platted or unplatted tract describing the portion. A registered surveyor's seal must appear on the metes and bounds.

Where Do I Go to Get My Application?

Zoning Board of Adjustment applications may be obtained at the Public Works Department located in the Water Tower located at 7800 Virgil Anthony Sr. Boulevard, third floor.

What Requirements Must I Meet For a Variance?

No variance shall be granted without the affirmative vote of four members on the following questions:

- That literal enforcement of the controls will create an unnecessary hardship or practical difficulty in the development of the affected property.

- That the situation causing the hardship or difficulty is neither self-imposed nor generally affecting all or most properties in the same zoning district.
- That the relief sought will not injure the permitted use of adjacent conforming property.
- That the granting of the variance will be in harmony with the spirit and purpose of these regulations.

When Does the Board Meet?

The Zoning Board of Adjustment meets as needed, as scheduled after 5:00 p.m.

Where Does the Board Meet?

The Zoning Board of Adjustment meets as scheduled in the Council Chamber at City Hall which is located at 7105 Whitley Road.

Do I Need to be Present at the Meeting?

The applicant or representative must be present at the ZBA hearing. You will be notified by letter of the public hearing.

If My Variance is Denied, Will My Money be Refunded?

Application fees may only be refunded if a withdrawal is entered before the public hearing notices are prepared.