



# Town of Oak Ridge

# Board of Adjustment Enforcement Officer Appeal

Date Submitted: \_\_\_\_\_ Fee/Receipt # \$100.00 / \_\_\_\_\_ Case Number \_\_\_\_\_

**PROPERTY INFORMATION**

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_

Tax Parcel # \_\_\_\_\_ Zoning: \_\_\_\_\_

Plat Book & Page \_\_\_\_\_ Deed Book & Page \_\_\_\_\_

**OWNER INFORMATION**

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Owner Signature \_\_\_\_\_

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

**APPLICANT INFORMATION** – *If not property owner, a notarized statement of permission is required from the property owner.*

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Applicant Signature \_\_\_\_\_

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

**TYPE**

**SECTION NUMBER**

Decision of Enforcement Officer \_\_\_\_\_

Boundary Lines \_\_\_\_\_

Nonconforming Use Continuance \_\_\_\_\_

Address Assignment \_\_\_\_\_

Certificate of Appropriateness \_\_\_\_\_



# Town of Oak Ridge

# Board of Adjustment Enforcement Officer Appeal

TO THE TOWN OF OAK RIDGE BOARD OF ADJUSTMENT:

I, \_\_\_\_\_, hereby appeal to the Town of Oak Ridge Board of Adjustment from the following interpretation of the Guilford County Enforcement Officer:

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## APPLICANT STATEMENT

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# Town of Oak Ridge

# Board of Adjustment Enforcement Officer Appeal

## **BOARD OF ADJUSTMENT CHECKLIST**

The following is a list of materials and information which you must submit in order to have your case presented at the Board of Adjustment meeting. Failure to comply with all of the following may result in the case being delayed. Refer to the Meeting Schedule below for submittal deadlines and meeting dates.

1. Completed application.
2. Required fee paid.
3. If applicable, Site/Plot Plan drawn to scale showing the property as it exists and with any proposed additions, structures, buildings, driveways, well, septic system, and abutting streets.
4. If applicable, provide a minimum of 4, maximum of 6 photographs showing the area affected by your appeal. Graphics or architectural sketches may be used to fill this requirement.
5. If applicable, approval from the Guilford County Environmental Health Division, contact them at 336-641-7613.
6. If this appeal concerns the issuance of a Certificate of Appropriateness, complete records are required.

## **2025 Town of Oak Ridge BOA Meeting Schedule**

| Application Submittal Deadline<br>12:00 pm | BOA Meeting<br>7:00 pm |
|--|------------------------|
| December 26, 2024                          | January 23, 2025       |
| January 30, 2025                           | February 27            |
| February 27                                | March 27               |
| March 27                                   | April 24               |
| April 24                                   | May 22                 |
| May 29                                     | June 26                |
| June 26                                    | July 24                |
| July 31                                    | August 28              |
| August 28                                  | September 25           |
| September 25                               | October 23             |
| October 23                                 | November 20            |
| November 20                                | December 18            |