

Submit Appeal to: Town Clerk's Office ♦ 567 West King Street ♦ Boone, NC 28607 ♦ (828) 268-6200

Notice of Appeal



Town of Boone Planning & Inspections Department
680 W. King Street, Suite C ♦ Boone, North Carolina 28607

Phone (828) 268-6960 ♦ Fax (828) 268-6961 ♦ Email: planning@townofboone.net ♦ www.townofboone.net

A. Required to be Submitted at Time of Application

- Permit fee due at time of submittal. Please note: additional fees for advertising and adjacent property owner mailings will be assessed as they occur within the process. See the Planning and Inspections Fee Schedule for more detail.

B. Requested Hearing – See latest published Meeting Schedule for dates

Date of requested hearing: _____

C. Property Information (if applicable)

Street Address: _____ Watauga County Parcel Identification Number(s): _____

D. Property Owner Information (if applicable)

Name: _____

Complete Mailing Address (Street, City, Zip): _____

Phone Number: _____ Email Address: _____

E. Appellant Information

Name: _____ Company: _____

Complete Mailing Address (Street, City, Zip): _____

Phone Number: _____ Email Address: _____

Preferred Method of Contact for Written/Response Documents (select one): Mail or Email

F. Details of Appeal¹

Appeal of: Notice of Violation Staff Decision

Decision being appealed (attach additional pages as necessary): _____

¹ An appeal of an administrative decision or Notice of Violation, including the imposition of penalties, must be filed with the Town Clerk within 30 days after the date of the receipt of the notice of decision or violation. Please include a copy of any written notice of decision or violation with your appeal. Please explain your appeal completely. If you do not, and you offer additional grounds for your appeal at the hearing that was not made known to the Department in this explanation of appeal, your appeal could be continued to a later hearing.

Explain why you think this decision is incorrect (attach additional pages as necessary):

G. Requested Procedure

Short Agenda Long Agenda

An applicant who selects the short agenda will be placed in an early time slot for the hearing before the Board of Adjustment and as long as there is a quorum, is guaranteed to be heard at the first meeting the case is scheduled, but will be limited to a total of fifteen (15) minutes for his/her presentation of evidence and argument. An applicant who selects the long agenda must wait for all short agenda cases to be concluded and may be pushed to a future meeting for the hearing, but has no time limit for his/her presentation. After an applicant has chosen either the short or long agenda they may request in writing to change their election of agendas; however if an agenda has already been published the case will automatically be continued until the next regularly scheduled meeting unless there are no other cases to be heard on the date the case is scheduled. For a more detailed explanation of the procedures of the Board of Adjustment, please visit our website at www.townofboone.net.

H. Appellant Signature

Appellant (Print)	Appellant (Signature)	Date
Official Use Only		
Permit Name:		
Permit Number:		
Date:	Fee:	Receipt Number:
Method of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Check Number:_____		Paid By:

Official Use Only - Hearing/Decision Information

BOA Meeting Date: _____

Date of APO Mailed Notification: _____

Date of Posted Notification: _____

Request Approved: Yes No

Date Order Recorded: _____

Order Recordation Information: Book: _____ Page: _____

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