



# TOWN OF KNIGHTDALE

## DEVELOPMENT SERVICES DEPARTMENT

[www.knightdalenc.gov](http://www.knightdalenc.gov)

950 Steeple Square Court  
Knightdale, NC 27545  
(v) 919-217-2243  
(f) 919-217-2249

### **ADMINISTRATIVE APPEAL APPLICATION**

Section 15.5 of the Unified Development Ordinance provides for appeals of administrative decisions. Any order, requirement, decision, interpretation or citation made by the Administrator may be appealed to the Land Use Review Board, and any order, requirement, decision or interpretation made by the Development Review Committee may be appealed to the Town Council.

A complete application for administrative appeal with accompanying payment and supplemental information must be received in the office of the Administrator by 5pm on the 10th calendar day following the date of the order, requirement, decision, interpretation or citation. Appeals will be placed on the appropriate board agenda within 30 calendar days of the filing.

#### **CONTACT INFORMATION**

APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

#### **PROPERTY DESCRIPTION**

ADDRESS: \_\_\_\_\_

LOCATION: \_\_\_\_\_

PIN(s): \_\_\_\_\_ ZONING: \_\_\_\_\_

#### **TYPE OF APPEAL** *(please check one)*

Order, Requirement, Decision, Interpretation or Citation of the Land Use Administrator

Order, Requirement, Decision or Interpretation of the Development Review Committee

*(Continued on Page 2)*

#### **SUBMITTAL REQUIREMENTS:**

\* COMPLETED APPLICATION FORM. Application must be signed by the applicant and property owner. Applicant must also certify their statement on Page 2.

\* \$300.00 PROCESSING FEE.

#### **THIS SPACE FOR DEVELOPMENT SERVICES STAFF ONLY**

CASE NUMBER: **A** - -

DATE RECEIVED:

X-REFERENCES:

FILING FEE AMOUNT PAID:

INITIAL FOR PAYMENT COLLECTED:

**REASON FOR APPEAL**

Please describe the order, requirement, decision, interpretation or citation that is being appealed. Please be sure to include the date of the order, requirement, decision, interpretation or citation. Attach additional sheets if necessary.

**Appellant Statement:** *(In the space below, present your understanding of the ordinance section(s) in question and state what reasons you have for believing that your understanding of the matters concerning the Administrator's or Development Review Committee's order, requirement, decision, interpretation or citation is correct. Attach additional sheets if necessary.)*

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

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_