



APPEAL OF THE ZONING ADMINISTRATOR'S DECISION

Filing Instructions:

- The petitioner must complete this application in full. Application will not be processed unless all information requested is provided.
- Copy of written notice of decision/interpretation from the Administrator.
- A filing fee – In accordance to current City of Wilson fee sheet.
- Provide a sketch plan if applicable to show the nature of the appeal.

Filing Procedures:

Submission Requirement: An appeal of an administrative decision may be taken by any person aggrieved (or by their authorized agent), or by any officer, department, board or bureau of the City. Such an appeal shall be made within 30 days of the receipt by such aggrieved party of the written notice of decisions from the Administrator, or in the case of an office, department or board of the town, within 30 days of the filing of the written notice with the Town Clerk. Applicants shall submit applications to the Planning Department

Public Notification: This is a quasi-judicial process that requires a public hearing and public notification including general notice in newspaper

Review Process: Per Section 15.12 of the City of Wilson Unified Development Ordinance (UDO), all applications for appeal are to be forwarded for to the Board of Adjustment for consideration at a public hearing which is held on an as needed basis in the City of Wilson Town Hall.

Action by Board of Adjustment: After conducting a public hearing, the Board of Adjustment shall adopt an order reversing or affirming, wholly or in part, or modifying the order requirements, decision or determination in question. It shall take a 4/5ths vote of the Board of Adjustment to reverse or modify the contested action

