City of Lowell, NC VARIANCES & ADMINISTRATIVE APPEALS FLOW CHART*

Applicant attends a required pre-filing meeting with the Planning, Zoning & Subdivision Administrator (Administrator) to discuss the proposed variance or appeal application



Applicant submits application with the Administrator



Staff conducts completeness check of submitted application (Incomplete applications are returned to the Applicant)



Evidenciary Hearing notices are mailed & signs are posted



Planning, Zoning & Subdivision Administrator prepares a staff recommendation to the Board of Adjustment



Board of Adjustment reviews the application during quasi-judicial meeting (Board of Adjustment may deny, conduct additional hearing or grant the request)



Following a denial of the Board of Adjustment, the Applicant may make application for a rehearing (An appeal from any decision of the Board of Adjustment may be made by an aggrieved party to the Superior Court)