



Application for Appeal
TOWN OF CAROLINA BEACH, N.C.

Permit Number: _____

Each application must be printed or typewritten and have all information answered. **It is strongly recommended that the applicant set up a meeting with Planning Staff prior to the submission deadline to ensure the application is complete.** The Town of Carolina Beach requires a licensed attorney to appear in a representative capacity to advocate the legal position of another person, firm, or corporation who is the applicant/owner of record.

Fee: to be submitted with application in accordance with the Town's annually adopted Rates and Fee Schedule

This petition will be scheduled for the next possible regular Board of Adjustment meeting. The applicant or a representative should be present at the meeting to answer any questions the Board may have. Board of Adjustment meetings are held on the third (3rd) Monday of each month at 6:00 P.M. in the Council Room at the Municipal Administration Building, 1121 N. Lake Park Boulevard, Carolina Beach, NC 28428. Applicants will be informed of any changes in date, time, or location of meetings. Applications and supplementary time for processing and postings are required by the General Statutes of North Carolina. **Application Deadline: 25 days prior to next scheduled meeting.**

Applicant
Name: _____

Applicant Mailing Address:

Street Address City State Zip

Applicant Phone Number: mobile/work/home (circle one): _____ mobile/work/home (circle one): _____

Applicant Email Address:

Property Owner Name: _____

Property Owner Mailing Address:

Street Address City State Zip

Section(s) of ordinance being appealed:

Please give a brief description of the interpretation:

Applicant Signature:

Date: ____/____/____

Applicant Printed Name:

2025 Submission Deadlines & Meeting Dates	
Board of Adjustments	
Deadline	Meeting
Dec 26, 2024	Jan 21
Jan 23	Feb 18
Feb 20	Mar 17
Mar 27	Apr 21
Apr 24	May 19
May 22	June 16
June 26	July 21
July 24	Aug 18
Aug 21	Sept 15
Sept 25	Oct 20
Oct 23	Nov 17
Nov 20	Dec 15
Dec 23	Jan 2026

