

**TOWN OF HILLSBOROUGH, NORTH CAROLINA**

**APPLICATION FOR A SPECIAL EXCEPTION PERMIT FOR AN ADDITION TO A  
STRUCTURE TO EXCEED HEIGHT LIMIT**

Application #: \_\_\_\_\_

TO THE TOWN OF HILLSBOROUGH BOARD OF ADJUSTMENT:

I/We, \_\_\_\_\_, hereby petition the Board of Adjustment for a SPECIAL EXCEPTION PERMIT to authorize an addition to an existing building to exceed the height limits set forth in Section 3.5 (Dimensional Requirements) of the Zoning Ordinance. The granting of this Permit will allow me/us to perform the following work as described in the Board of Adjustment General Application form and on the attached plot plan/site plan.

<b>Maximum Building Height of the Office/Institutional (OI) Zoning District</b>	<b>Height of Existing Structure</b>	<b>Proposed Structure Height</b>
40 Feet	Feet	Feet

**Factors Relevant to the Issuance of a Special Exception Permit**

The Board of Adjustment does not have unlimited discretion in deciding whether to grant a Special Exception Permit to authorize an addition to an existing building to exceed the height limits set forth in Section 3.5 (Dimensional Requirements). Under the Ordinance, the Board is required to find the following 6 conditions exist before it may issue a Special Exception Permit to allow an addition to a structure to exceed the height limits set forth in Section 3.5 (Dimensional Requirements). In the spaces provided below, indicate the *facts* that you intend to show and the *arguments* that you intend to make to convince the Board that it can properly reach these 6 required findings:

**1. The building is located in the Office/Institutional (OI) district and is a legal nonconforming structure in regard to the Office/Institutional (OI) height limit.** (Provide the year in which the structure was built and where information was obtained.)

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**2. The total height of the addition including any roof elements does not exceed the height of the maximum height including any roof elements of the original, nonconforming building.**

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**3. There are sound architectural, structural, historical, or other reasons why the proposed structure should be allowed to exceed the normal height limits.**

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**4. Any adverse impact on neighboring properties resulting from such encroachment is insignificant or is substantially outweighed by the hardship suffered by the applicant if such Special Exception Permit is denied.**

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**5. Adequate fire protection can be provided.**

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**6. The Historic District Commission has granted a Certificate of Appropriateness for the project if it is located within the Historic District Overlay Zoning District.**

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I/We certify that all of the information presented by me/us in this application is accurate to the best of my/our knowledge, information, and belief.

\_\_\_\_\_  
Applicant(s)

\_\_\_\_\_  
Date