

Zoning and UDO interpretations Administrative Interpretation (Accela record type - UDOAI)

Article 35.5 of the Unified Development Ordinance authorizes the Administrator to administer their respective Articles, including interpreting and determining how regulations are applicable.

Apply for an Administrative Interpretation to receive clarification and/or receive official documentation on the regulations of the UDO.

<https://read.charlotteudo.org/articles/article-35-ordinance-bodies-administrators>

Process

File application in Accela for an Administrative Interpretation. Pay invoiced fee. The Administrator will review the request and publish an official interpretation.

Timeline

1 month.

Decision Maker

Zoning Administrator or Designated Article Administrator

Appeal to an Administrative Interpretation Appeal Request (Accela record type - APL)

This type of request, found in Article 37.8 B. of the Unified Development Ordinance, and may be requested when an applicant feels that the Zoning Administrator, enforcement officer or plans reviewer has made an error in applying the standards of the Ordinance. Refer to the Article for details. <https://read.charlotteudo.org/articles/article-37-amendments-developmentapprovals>

Process: Request a UDO Administration Presubmittal meeting in Accela (see above). Allow for 2-3 weeks for the pre-submittal meeting to be scheduled. At the conclusion of the pre-submittal meeting, staff will give further directions on next steps. *A presubmittal meeting is not required prior to filing an appeal application, but a meeting is required prior to proceeding to the Board of Adjustment. * File an application in Accela for an Appeal (see guide below). Per Article 37.B.9-12: Notice will be mailed to adjacent property owners and a sign is posted on the property. The Board of Adjustment holds an evidentiary public hearing and speakers are sworn in to provide testimony.

Timeline:

1-2 months.

Requirements:

An error in the application of the ordinance must be found in order to reverse the decision of the Administrator, enforcement officer or plans reviewer.

Decision Maker:

UDO Board of Adjustment