

216 Orange St , Oxford

Tyrelle Evans <tyrelle.evans@oxfordnc.org>

Fri, Feb 27, 2026 at 2:49 PM

To: Ann Hancock <annshancock@gmail.com>, Cheryl Hart <cheryl_hart@oxfordnc.org>

Good afternoon,

Please note that the subject property zoned OI is a corner lot, therefore the street setback (front and side setback) is 25 feet adjacent to Orange and Pine St. **UDO, Section 2.3.1**. The site plan should show the proposed duplex facing Pine Street should meet the following requirement.

C. PRINCIPAL BUILDING STANDARDS

1. Street Setback (min) 25 ft
2. Side Setback (min) 10 ft Right side; 25 ft Left side (corner)
3. Rear Setback (min) 25 ft
4. Building Height (max) 40 ft

	RA, RESIDENTIAL AGRICULTURAL	GENERAL RESIDENTIAL (GR3, GR5, GR10)	O&I, OFFICE AND INSTITUTIONAL
C. PRINCIPAL BUILDING STANDARDS			
1. Street Setback (min)4	30 ft	20 ft	25 ft- Pine St
2. Side Setback (min)	15 ft	GR3: 15 ft GR5: 10 ft GR10: 10 ft	10 ft; Right side; 25 ft Left side
3. Rear Setback (min)	35 ft	25 ft	25 ft
4. Building Height (max)	35 ft	35 ft	40 ft (may exceed with a Special Use Permit)
D. ACCESSORY STRUCTURES5			
1. Side Setbacks (min)	10 ft	10 ft	10 ft
2. Rear Setback (min)	10 ft	10 ft	10 ft
3. Building Height (max)6	25 ft	25 ft	25 ft

Variances are needed only if the proposed duplex does not meet the standards/requirements listed above. Please find attached the "Variance Application". If a variance is needed, please complete the application for staff review and the Oxford Zoning Board of Adjustment (BOA) hearing. Please include a site plan of the proposed duplex depicting the variance needed. The fee for the completed application is \$500.

The Zoning Board of Adjustment enforces the City Of Oxford's Zoning Ordinance and can hear appeals, grant variances, and special use permits. This Board meets on the 1st Monday of each month as needed, at 7:00 p.m. in the Commissioners' Board Room, 3rd Floor, City Hall.

The next scheduled BOA meeting is Monday, April 6, 2026, at 7:00 p.m. in the Commissioners' Board Room, 3rd Floor, City Hall, [300 Williamsboro Street](#). Application shall be due by March 16, 2026.

If you have any more questions or in need of additional assistance, please contact me.

Regards,

Ms. Tyrelle A. Evans, Planner
Planning and Zoning Department
City of Oxford
[300 Williamsboro Street](#)
Oxford, NC 27565
tyrelle.evans@oxfordnc.org
Phone: 919-603-1110
Fax: 919-603-1107
<https://www.oxfordnc.org/>



Emails to and from this email address may be subject to the North Carolina Public Records Law and may be subject to disclosure.

From: Ann Hancock <annshancock@gmail.com>
Sent: Friday, February 27, 2026 10:05 AM
To: Cheryl Hart <cheryl_hart@oxfordnc.org>; Tyrelle Evans <tyrelle.evans@oxfordnc.org>
Subject: 216 Orange St , Oxford

[Quoted text hidden]

 **FORM-variance application.pdf**
250K



CITY OF OXFORD
PLANNING & ZONING
VARIANCE APPLICATION
\$500 FEE

300 WILLIAMSBORO ST
OXFORD NC 27565
919-603-1110
919-603-1107 fax
oxford.nc.org

Application Instructions: Complete all applicable sections. No application will be processed by the Planning & Zoning Department until a complete application and all required documents are received. **A scaled site plan must be submitted with this application.**

<u>Owner's Name (As Listed on Tax Records):</u>	<u>Applicant's Name:</u>
Street Address:	Property Address:
City, State Zip	City, State Zip
Contact phone #:	Contact phone #:
Email Address:	Email Address:

PLEASE ANSWER THE FOLLOWING GENERAL QUESTIONS:

The Zoning Board of Adjustment will hear this case based on the following factors:

Chapter 15.7.2 – Variances Letter K #2 Findings of Fact:

The Board of Adjustment shall not grant a variance until it makes an affirmative finding of the following facts:

- a. Carrying out the strict letter of the Ordinance would result in an unnecessary hardship. It shall not be necessary to demonstrate that, in the absence of the variance, no reasonable use can be made of the property. **Statement by Applicant:** _____

- b. The hardship results from the conditions that are peculiar to the property, such as size, location, and topography. Hardships resulting from personal circumstances, as well as hardships resulting from conditions that are common to the neighborhood or public, may not be the basis for granting a variance. **Statement by Applicant:**

- c. The hardship did not result from actions taken by the applicant or the property owner. The act of purchasing property with knowledge that circumstances exist that may justify the granting of a variance shall be regarded as a self-created hardship. **Statement by**

Applicant: _____

- d. The requested variance is consistent with the spirit, purpose, and intent of this UDO, such that public safety is secured, and substantial justice is achieved. **Statement by**

Applicant: _____

I certify that all the statements made in this application and any attached documents are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that false information may be grounds for rejection of this application. Authorized City of Oxford representatives are granted the right of entry to make evaluations or inspections and to release information upon public request.

Applicant Signature

Date

Property Owner Signature or Authorized Agent

Date