

Application Number

Date

SPECIAL USE APPLICATION FORM

Circle Jurisdiction That Applies:

City of Sanford

Lee County

Town of Broadway

The Special Use Process:

A special use is necessary when a proposed land use may have some consequences that may warrant review by the Board of Adjustment. This review is to insure there will be no detrimental effects to surrounding properties nor will it be contrary to the public interest.

In order to apply /for a special use a completed application along with the application fee is required to be turned in to the Zoning Office. The application submission deadline is the second Friday of each month. The Special use will be heard the following month at the scheduled public hearing. In order for the Board of Adjustment to grant approval of the special use, the applicant must provide the requested information in the following application.

If the Board finds that all approval criteria have been met, they may impose reasonable conditions upon the granting of any special use to insure public health, safety, and general welfare. If the application is approved the applicant then may proceed with securing all required local and state permits necessary for the endeavor. Failure to follow conditions set in the approval process would result in a violation of the Zoning Ordinance.

If there are additional questions concerning this process, please call the Zoning Office at (919) 718-4656.

TO THE BOARD OF ADJUSTMENT:

I HEREBY PETITION THE BOARD OF ADJUSTMENT TO GRANT THE ZONING ADMINISTRATOR THE AUTHORITY TO ISSUE A SPECIAL USE PERMIT FOR THE USE OF THE PROPERTY AS DESCRIBED BELOW

Applicant's Name _____

Property Owner's Name _____

Applicant's Address _____

Property Owner's Address _____

Applicants Telephone Number _____ Property Owner's Telephone Number _____

Parcel Information

Existing Use of Property _____ Proposed Use of Property _____

Existing Zoning _____ Property Location _____

Property Acreage _____ Tax Map and Parcel No. (PIN) _____

Land Use of Adjacent Properties

(Provide plat map if available)

North _____ South _____

East _____ West _____

General Requirements

1. The Zoning Ordinance imposes the following general requirements on the use requested by the applicant. Under each requirement, the applicant should explain, with reference to the attached plans, where applicable, how the proposed use satisfies these requirements.

That the use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved;

That the use meets all required conditions and specifications;

That the use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and

That the location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and in general conformity with the Sanford/Lee County Land Use Plan.

The Zoning Ordinance also imposes SPECIFIC REQUIREMENTS on the use(s) requested by the applicant. The applicant should be prepared to demonstrate that, if the land is used in a manner consistent with the plans, specifications, and other information presented to the Board, the proposed use(s) will comply with specific requirements concerning the following:

Nature of use (type, number of units, and/or area):

Accessory uses (if any):

Setback provisions:

Principle Use

Front: _____ Side: _____ Rear: _____

Accessory Use

Front: _____ Side: _____ Rear: _____

Height provisions:

Principle Use _____ Accessory Use _____

Off street parking and loading provisions: (include calculations)

Sign provisions: (include sketch drawing with dimensions)

Provisions for screening landscaping and buffering: (if required add to site plan)

Provisions for vehicular circulation and access to streets: (provide NCDOT permit if necessary)

Adequate and safe design for grades, paved curbs and gutters, drainage systems, and treatment or turf to handle storm waters, prevent erosion, subdue dust:

An adequate amount and safe location of play areas for children and other recreational uses according to the concentration of residential property:

Compliance with overlay zones including but not limited to the Thoroughfare:

Compliance with the Flood Damage Prevention Ordinance:

Other requirements may be requested by the applicant or specified by the Board for protection of the public health, safety, welfare, and convenience:

Predefined Standards

Some Special Uses as listed in the Zoning Ordinance also have additional specific standards imposed. Refer to Table 4.6-1 and the Special Use section of the Zoning Ordinance for these requirements. Each standard should be addressed in the site plan submitted along with this application.

Required Attachments/Submittals

Scaled site plan containing all requested information above on legal or ledger sized paper. Larger sized copies will be accepted if copies for each Board Member are provided for distribution.

Certification

I hereby confirm that the information contained herein and herewith is true and that this application shall not be scheduled for official consideration until all of the required contents are to the Zoning Department.

Signature of Applicant _____

Date _____

Signature of Owner _____

Date _____

STAFF USE ONLY:

Application Fee Collected Yes _____ No _____

Posted Database Yes _____ No _____

Site Plan Attached Yes _____ No _____

Public Hearing Notice of Public Hearing Published On

Date: _____ Dates: _____

Notices to applicant(s) and adjoining property owners mailed on

Date: _____

Signs Posted On

Date: _____

Process Record

Record of Decision:

Motion to: Approve _____ Deny _____

Board of Adjustment Recommendation: Approve _____ Deny _____

Action Taken by Board of Adjustment:

Date Notification of Action Mailed to Applicant(s):

Signature of Zoning Official
