



# Special Use Permit

office use only

Date Received \_\_\_\_\_  
Fee: \$300 Fee Paid Date \_\_\_\_\_  
Zoning Permit No. \_\_\_\_\_  
Approved Date \_\_\_\_\_

## Contact Information

Town of Oakboro  
Planning & Zoning Department  
109A N Main Street/PO Box 610  
Oakboro, NC 28129

Phone: 704-485-3351

Fax: 704-485-2439

[oakboro.com/zoning\\_department.html](http://oakboro.com/zoning_department.html)

## Step 1: Pre-Application Conference (UDO §320)

The purpose of the pre-application conference is to provide an opportunity for the applicant to determine the submittal requirements and the procedures and standards applicable to an anticipated development application. A pre-application conference is also intended to provide an opportunity for the town staff to become familiar with, and offer the applicant preliminary comments about, the scope, features, and impacts of the proposed development, as it relates to the standards in the Unified Development Ordinance (UDO).

The applicant shall submit conceptual drawings that show the location, general layout and main elements of the development to be proposed as part of the application to the Planning Department at least three days prior to the pre-application conference.

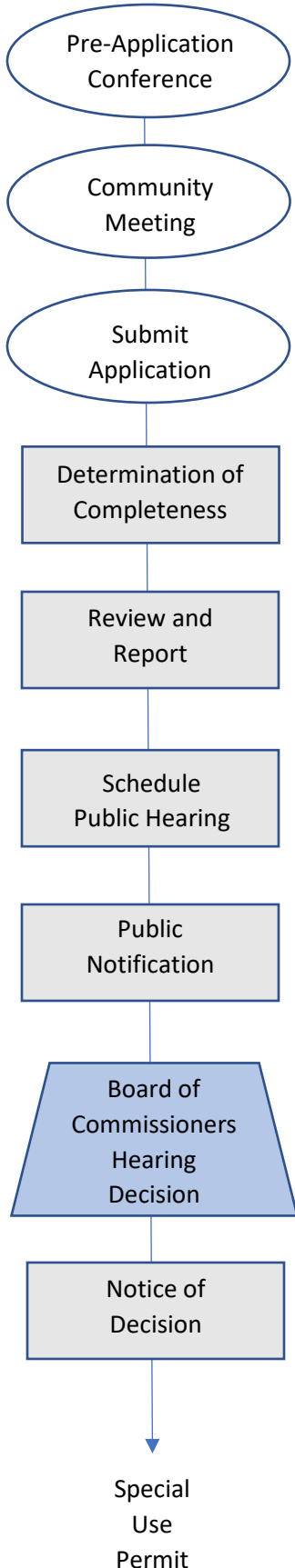
## Step 2: Community Meeting

The purpose of the community meeting is to inform owners and occupants of nearby properties about the application for a special use permit that is going to be reviewed under the UDO, and to provide the applicant and opportunity to hear comments and concerns about the application as a means of resolving conflict and outstanding conflicts, where possible.

Community meetings are opportunities for informal communication between applicants and the owners and occupants of nearby properties, and other residents who may be affected by the application.

The community meeting shall comply with the following procedures:

- **Time and Place**
  - The meeting shall be held at a place that is convenient and accessible to neighbors residing in close proximity to the land subject to the proposed special use permit application.
- **Notification**
  - Mailed Notice
    - The applicant shall mail notice of the meeting a minimum of ten days in advance of the meeting to the Planning Director and to:
      - i. All owners of the land subject to the application:
      - ii. All owners of land within 500 feet of the property lines of land subject to the application (including owners of property located outside of the county) whose address is known by reference to the latest ad valorem tax records.



- **Posted Notice**
  - The applicant shall post notice of the community meeting on the property subject to the application for at least ten days before the date fixed for the meeting, in a form established by the planning director. Signs used for posted notice shall have a minimum size of six square feet per side.
- **Notice Content**
  - The notice shall state the time and place of the meeting and general nature of the special use permit application.
- **Conduct of Meeting**
  - At the meeting, the applicant shall explain the development proposal and application, inform attendees about the application review process, respond to questions and concerns neighbors raise about the application, and propose ways to resolve conflicts and concerns.
- **Staff Attendance**
  - The Town Staff shall attend the meeting for purpose of advising attendees about the applicable provisions of the UDO and the land use plan, but shall not serve as facilitators or become involved in discussions about the special use permit application.
- **Written Summary of Community Meeting**
  - The applicant shall prepare a written summary of the meeting that includes a list of meeting attendees, a summary of attendee comments, discuss issues related to the Special Use Permit, and any other information the applicants deems appropriate. The meeting summary shall be included with the application materials and be made available for public inspection.

### Step 3: Application Submittal and Acceptance

The applicant must submit a complete application packet on or before the application submittal date. A complete application packet consists of the following:

- Completed Town of Oakboro Special Use Permit Application
- Application Fee (\$300.00)
- Written Summary of Community Meeting
- A conceptual development plan drawn to scale. The plan shall include the items listed in the conceptual plan design standards.
- Architectural elevations and/or sketches illustrating the design and character of the proposed structures.
- Number of Copies Submitted:
  - i. 3 copies of conceptual site plans
  - ii. 2 hard copies of all documents
  - iii. 1 – PDF digital copy of all plans and documents

On receiving an application, staff shall, within ten business days, determine whether the application is complete or incomplete. A complete application contains all of the information and materials listed above, and is in sufficient detail to evaluate and determine if it complies with the appropriate review standards. If an application is determined to be incomplete, the applicant may correct the deficiencies and resubmit the application for completeness determination. Failure to resubmit a complete application within 45 calendar days after being determined incomplete will result in an application being considered withdrawn.

#### Step 4: Public Hearing Scheduling and Public Notice

The application shall meet the following public notification requirements:

- **Published Notice**

Staff shall publish a notice of the hearing once a week for two successive weeks in a newspaper having a general circulation in the county. When the first notice is published, it shall not be less than ten days nor more than 25 days before the date fixed for the Public Hearing.

Additional fees will apply for the published notice

- **Mailed Notice**

Staff shall be responsible for preparing and mailing written notice between 10 and 25 days before the Public Hearing.

Notice shall be mailed to:

- i. All owners of the land subject to the application.
- ii. The applicant, if different than the property owner.
- iii. All owners of property within 300 feet abutting property to the application (including owners of land outside the county) whose address is known by reference to the latest ad valorem tax records.

- **Posted Notice**

At least 10 days before the Public Hearing posted notice shall be made by the staff. A sign shall be placed in a conspicuous location as to be clearly visible to the traveled portion of the respective street. Where the property subject to the notice does not have frontage on a public street, the sign shall be erected on the nearest street right-of-way with an affixed notation generally indicating the direction and distance to the property subject to the application.

#### Step 5: Public Hearing Procedures, and Decision-Making Body Review and Decision

The applicant must be in attendance at the Public Hearing. During the Public Hearing, the Planning Director will present the staff report and any review body findings and recommendations to the Board of Commissioners. The applicant will then have the opportunity to present any information they deem appropriate. The burden of demonstrating that an application complies with applicable review and approval standards of the UDO is on the applicant. The public may be permitted to speak in accordance with the Board of Commissioners rules of procedure, or at their discretion, as appropriate in support of or in opposition to the application. The applicant and planning director may respond to any comments, or materials presented.

The Board of Commissioners shall make one of the following decisions:

- Adoption of the Special Use Permit
- Adoption of the Special Use Permit subject to conditions of approval, or
- Denial of the Special Use Permit

The Board of Commissioners may attach additional conditions of approval, including timing limits on building lots or units available for occupancy, to assure adequate public facilities remain sufficient to serve the project.

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# Special Use Permit Application

*office use only*

Fee: \$300 Fee Paid Date \_\_\_\_\_

Zoning Permit No. \_\_\_\_\_

## Contact Information

### APPLICANT:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### PROPERTY OWNER:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: \_\_\_\_\_

## Property Information

Physical Street Address: \_\_\_\_\_

Location: \_\_\_\_\_

Parcel Identification No: \_\_\_\_\_

Total Parcel(s) Acreage: \_\_\_\_\_

Existing Land Use of Property \_\_\_\_\_

## Request

Project Name: \_\_\_\_\_

Proposed Use of the Property: \_\_\_\_\_

Deed Book/Page Number and/or Plat Cabinet/Slide Number: \_\_\_\_\_

Total Square footage of land disturbance activity: \_\_\_\_\_

Total Lot Coverage: \_\_\_\_\_

Total Vehicular Use Area: \_\_\_\_\_

Existing Gross Floor Area: \_\_\_\_\_

Proposed Gross Floor Area: \_\_\_\_\_

Current Zoning of Property: \_\_\_\_\_

Proposed Zoning District: \_\_\_\_\_

## Community Meeting

Date Meeting Held: \_\_\_\_\_

Meeting Location: \_\_\_\_\_

Purpose of the Use Permit and Project Narrative (please provide an additional paper if needed):

The applicant shall provide a response to each one of the following issues. The Board of Commissioners must provide specific findings of fact based on the evidence submitted. All findings shall be made in the affirmative for the Board of Commissioners to issue the use permit.

A. Will not materially endanger the public health, safety if located where proposed.

B. Complies with all standards, conditions and specifications of the UDO, including Articles 4 Zoning Districts and 6 Development Standards.

C. Will not substantially injure the value of the abutting land, or the special use is a public necessity.

D. Will be in harmony with the area in which it is to be located

E. Is in general conformity the Town's adopted comprehensive and other plans

F. Will not exceed the Town's ability to provide adequate public facilities (fire and rescue, utilities, and so on)

I, the undersigned, do certify that all of the information presented in this application is accurate to the best of my knowledge, information, and belief. Further, I hereby authorize county officials to enter my property for purposes of determining zoning compliance. All information submitted and required as part of this application process shall become public record.

Property Owner(s)/Applicant\* \_\_\_\_\_ Date \_\_\_\_\_

**\*NOTE: the owner(s) of record must sign Form. If there are multiple property owners a signature is required for each owner of record.**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only****Use Permit Conceptual Plan Design Standards Checklist**

The table below depicts the design standards of the use permit application. Please make sure to include all applicable listed items to ensure all appropriate standards are reviewed.

## Use Permit

### (Office Use Only)

Date Received: \_\_\_\_\_

TRC Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Applicant/Property Owner: \_\_\_\_\_

Use Permit Conceptual Plan Design Standards Checklist		
1	Property owner name, address, phone number, and email address	
2	Site address and parcel identification number	
3	North arrow and scale to be 1" = 100' or larger	
4	Vicinity map showing property's general location in relation to streets, railroads, and waterways	
5	Existing zoning classification and zoning setback lines of the property	
6	A scaled drawing showing existing boundary lines, total acreage, adjacent use types, location of streets, rights-of-way, and easements	
7	Approximate location of the following existing site features and infrastructure within the property and within 50' of the existing property lines: Pedestrian circulation, vehicular use areas, structures, septic systems, wells, utility lines, water lines, culverts, storm drainage pipes, ditches, canals, streams, wooded areas, ponds, and cemeteries	
8	Approximate location of the following proposed site features and infrastructure: Structures and usages, parking and circulation plan (including streets, drives, loading and service areas parking layout and pedestrian circulation features), fences and walls, exterior lighting, drainage patterns and facilities intended to serve the department, landscape buffers and screening, and riparian buffers	
9	Approximate Flood Zone line and Base Flood Elevation as delineated on the "Flood Insurance Rate Map"	
10	Approximate location of all designated Areas of Environmental Concern or other such areas which are environmentally sensitive on the property, CAMA, 404, or 401 wetlands as defined by the appropriate agency	
11	Sight distance triangles	
12	Architectural drawings and/or sketches illustrating the design and character of the proposed uses	

**For Office Use Only****Use Permit Submittal Checklist**

Staff will use the following checklist to determine the completeness of your application within ten business days of submittal. Please make sure all of the listed items are included. Staff shall not process an application for further review until it is determined to be complete.

## Use Permit Submittal Checklist (Office Use Only)

Date Received: \_\_\_\_\_

TRC Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Applicant/Property Owner: \_\_\_\_\_

Use Permit Submittal Checklist		
1	Complete Use Permit Application	
2	Application Fee (\$265)	
3	Community Meeting Written Summary	
4	Conceptual Plan, if applicable	
5	Architectural Elevations, if applicable	
6	2 copies of plans	
7	2 hard copies of ALL documents	
8	1 PDF digital copy of all plans AND documents (ex. Flash Drive – email not acceptable)	

**For Staff Only****Pre-application Conference**

Pre-application Conference was held on \_\_\_\_\_ and the following people were present:

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Comments:

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