

INSTRUCTIONS FOR FILING AN APPLICATION FOR A SPECIAL USE PERMIT

1. The petitioner for a special use permit must complete this application in full. This application will not be processed unless all information requested is provided.
2. There is a \$125 filing fee for each special use application.
3. An accurate plot plan of the property in question must accompany the application. The plot must be drawn by a registered land surveyor or licensed engineer or licensed architect. The drawing shall include:
 - (a) Dimensions of the entire lot;
 - (b) Location and dimension of all existing structures (principal and accessory) including number of stories and gross floor area;
 - (c) Location and dimension of all existing driveway(s) and pedestrian improvements on site and on adjoining properties within ten (10) feet of the subject lot.;
 - (d) Location and dimension of all existing parking areas including the total number of spaces. Where the subject use is to share a common parking area with other existing or future uses indicate the allocation of spaces devoted or reserved to each separate use;
 - (e) Location and dimension of required bufferyards.
 - (f) Minimum building line (MBL) measured from the right-of-way.
 - (g) Any other site graphic or written information in support of the request at the option of the applicant.
 - (h) _____ paper copies of the plan; 8.5" x 11" minimum of 30" x 42" maximum; scale of 1"-20' or larger.
 - (i) Location map drawn to a scale of *not less than* 1" = 1000'.

❖ **NOTE: THE BOARD OF ADJUSTMENT RESERVES THE RIGHT TO REQUIRE ADDITIONAL INFORMATION WHERE SUCH SUBMISSION IS NECESSARY TO INSURE COMPLIANCE WITH APPLICABLE CRITERIA IN THE INDIVIDUAL CASE.**

4. The petitioner shall submit to the Zoning Administrator a list of all adjoining property owners within one hundred (600) feet of the property which is the subject of the action, with the current mailing address of each. These adjoining property owners will be notified of the proposed variance request.
5. The applicant shall submit a tax map of the neighborhood along with the application and plot plan.
6. The application must be signed by those who are authorized to appeal to the Board of Adjustment for a special use permit.
7. In order to be considered by the Board of Adjustment, applications must be submitted to the Zoning Administrator no later than 25 day prior to the next scheduled board meeting. For more information and assistance, call the Zoning Administrator at (252) 826-4573.

These are minimal submission requirements. The Board of Adjustment may require additional information. You are encouraged to submit copies of available property surveys, recorded easements, etc.

SPECIAL USE PERMIT APPLICATION

Date _____

Application No. _____

TO THE TOWN OF HOBGOOD BOARD OF ADJUSTMENT:

I, _____, hereby petition the Board of Adjustment for a Special Use Permit as required by the Zoning Ordinance for the property located at: _____

_____.

The zoning district, as shown and determined on the Town's Official Zoning Map, in which the proposed use is to be located is: _____. The purpose and special use of the property will be: _____

_____, as permitted by Section 25.02, Table of Uses of the Zoning Ordinance.

I hereby file along with this application the required number of copies (as per the instructions) of a plot plan that illustrates the required information needed by the Board of Adjustment to determine if all the specific and general conditions will be met. I understand that these items are to be submitted to the Town's Zoning Administrator by the _____ day of the month in order for the hearing to be scheduled for the Board of Adjustment.

Use-Specific Requirements

The Zoning Ordinance imposes the following "use-specific" requirements on the use requested by the applicant. Under each requirement the applicant should explain, with reference to attached plan, where applicable, how the proposed use satisfies these requirements. Answers should be supported by the facts when possible.

- (1) The proposed use shall be subject to the minimum area, setback, and other dimensional requirements of the zoning district in which it will be located. (State whether building is existing or proposed and refer to plot plan for setbacks.) [Note: Existing building(s) not meeting these standards does not necessarily mean that this requirement cannot be met.]

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- (2) The proposed use shall be subject to the off-street parking and loading requirements of these regulations. All parking and driveways shall be located in a safe and convenient manner. (Refer to the plot plan.)

- (3) The requirements of Division 15: Application, Exceptions, and Modifications will be met, where applicable.

- (4) Any use-specific requirements cited in Article III – Development Standards will be met as follows (Where applicable, please to the plot plan.):

- (5) Any of the applicable requirements cited in Article IV – Bufferyards will be met as follows (Please refer to the plot plan.):

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(6) Any of the applicable requirements cited in Article VII – Signs will be met as follows
(Please refer to the plot plan.):

General Conditions/Standards

The Zoning Ordinance imposes the following “general standards” (as listed in Section 100.12 of the Zoning Ordinance) that must be satisfied in the issuance of a special use permit for a proposed use. Under each requirement the applicant should explain, with reference to attached plan, where applicable, how the proposed use satisfies these requirements. Answers should be supported by the facts when possible.

- (1) 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 – this can be answered by responding to the following, where applicable:
 - a. The proposed use does not adversely affect the general plans for the physical development of the city as embodied in these regulations or in any plan or portion thereof adopted by the Board of Commissioners.

- b. The proposed use will not adversely affect the health and safety of residents and workers in the town.

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- c. The proposed use will not create or aggravate hazards to vehicular or pedestrian traffic on the roads and sidewalks, both off-site and on-site, serving the proposed use as determined by the size, capacity, and condition of such roads and sidewalks, lighting, drainage, intensity of use by both pedestrians and vehicles.

- (2) That the use meets all required conditions and specifications;

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

- (4) That the location and character of the use, if developed according to the plan submitted and approved, will be in harmony with the area in which it is to be located and in general conformity with the plan of development for the Town of Hobgood and its environs.

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❖ **NOTE: APPLICANTS, AND/OR THEIR AGENTS OR PARTIES OF INTEREST ARE PROHIBITED FROM ANY CONTACT IN RELATION TO THIS MATTER WITH BOARD OF ADJUSTMENT MEMBERS PRIOR TO THE PUBLIC HEARING.**

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

X _____

Signature of Applicant

Note: If applicant is not the property owner, the property owner must complete and sign a form (furnished by the Town) identifying and authorizing the agent to represent this property.



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