



Vance COUNTY

NORTH CAROLINA

Conditional Use Permit Application

Vance County Planning & Development Department

156 Church Street, Suite 3

Henderson, NC 27536

Ph: (252) 738-2080

Fax: (252) 738-2089

Purpose:

Conditional Uses add flexibility to the zoning ordinance by permitting potential undesirable uses of property in specified districts when certain conditions are met. The Board of Adjustment may choose to place additional reasonable conditions on the permit to minimize any adverse effects to the welfare and safety of the public and of the property.

The following outline is the procedure for applying for a Conditional Use Permit. The applicant is advised to discuss with the Planning Staff before applying for a Conditional Use Permit.

Procedure:

1. Obtain Conditional Use Packet and discuss with Planning Staff. The packet will include application submission requirements.
2. Applicant is to fill out the application.
 - Note: Be sure to provide as much information as possible.
 - Note: Applications require site plans. Site plans should show the following:
 - Structure: Shape, dimensions, and location of all buildings, existing and proposed including required setbacks;
 - Lot Layout: Lot lines with dimensions; location of adjacent right-of-way(s); distance from structures to lot lines and between structures; location of existing and proposed well(s); location of existing or proposed septic tank, drainage field and replacement drainage field (Note: structures may not be located over any of these);
 - Circulation: Proposed points of access and egress including driveways and pattern of internal circulation; Required driveway permits from NC DOT.
 - Lighting: Location and type of outdoor lighting
 - Parking and Loading: Location and dimensions of off-street parking spaces and loading space;
 - Location of all required landscaping and buffers;
 - The nature of the proposed use of the building or land, including the extent and location of the use;
 - The square feet/percentage of lot as built upon area;
 - Location and dimensions of outdoor activity areas including outdoor storage
 - Areas of environmental concern (including floodplains, surface waters, drainage ways, this includes documentation for soils suitability, air quality, and all appropriate local, state, or federal agency documentation/approval).
3. The applicant will need to bring the application back to the Planning and Development Department with a **\$250.00 fee and 10 copies** of the site plan and any other pertinent information.



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- Note: The fee must be paid with the submittal of the application.
4. Planning Staff will prepare a staff report to be sent to the Board of Adjustment members.
 - Note: The report will contain a copy of the signed application, a map prepared by the planning department, pictures of the property, site map prepared by the applicant, and other information that the applicant provides to support their request.
 5. Planning Staff will send a letter to all adjacent property owners informing them of the Public Hearing.
 6. Planning Staff will post the applicant's property with a Public Hearing Sign at least 10 working days prior to the meeting date.
 7. The meeting/public hearing will be held on the assigned date.
 - Note: The applicant is expected to be in attendance to answer any questions and provide all information necessary as requested by the Board.
 - Note: In order for a Conditional Use Permit to be granted, a majority vote of the Board of Adjustment members shall be required.
 8. If granted, the Conditional Use Permit **shall be** signed and dated by the applicant and **recorded in the Vance County Register of Deeds.**



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For Administrative Use Only:

Case #	
Fee Paid	
BOA Date	

Property Owner Information

Property Owner: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: () - Fax #: () -

E-mail Address: _____

Applicant Information

Applicant: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: () - Fax #: () -

E-mail Address: _____

Property Information *For multiple properties please attach an additional sheet.*

Property Address: _____

Tax Map Number: _____ PIN (parcel identification #): _____

Type of Petition: _____

Existing Zoning: _____ Proposed Zoning: _____

Acreage: _____ Road Frontage: _____

Existing Use: _____

Deed Reference

- Metes and bounds description attached
- Site plan/sketch of proposal attached



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Statement of Justification

1. Application is hereby made for the following use: *Please explain below:*

2. The intent is to : *Check all that apply:*

- Construct a new structure for a conditional use;
- Repair the existing structure for the conditional use;
- Alter and/or expand the existing structure for the conditional use;
- Other

3. The following requirements have been provided: *Check all that apply:*

- Site plan;
- Property description;
- NC DOT entrance permit (if applicable);

4. Additional information:

In order to issue a Conditional Use Permit, the Board shall consider each of the following conditions, and based on the evidence presented at the hearing(s) make findings in regards to each and must find that the issuance of the Conditional Use Permit is in the best interest of the county.

A. The use requested is among those listed as an eligible conditional use in the district in which the subject property is located.

Yes _____ No _____

B. The use or development is located, designed and proposed to be operated so as to maintain or promote the public health or safety;

Yes _____ No _____



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C. The use or development complies with all required regulations of the Zoning Ordinance and all applicable specific conditions and specifications;

Yes _____ No _____

D. The use or development is located, designed and proposed to be operated so as to maintain or enhance the value of adjoining or abutting property, or that use or development is a public necessity;

Yes _____ No _____

E. The use or development will be in harmony with the area in which it is located and will be in general conformity with the plan of development of the County.

Yes _____ No _____

Property Owners Signature

_____ Date _____
Please sign in blue or black ink

Applicants' Signature

_____ Date _____
Please sign in blue or black ink