



Richmond County Planning Office

1401 Fayetteville Road
 Rockingham, NC 28379
 PO Box 504
 Rockingham, NC 28380
 910.417.4904

SPECIAL USE PERMIT APPLICATION

This application form must be completed as part of the special use permit application process. More specific submittal and review requirements, as well as the standards to be applied in reviewing the application are set out in our Richmond County Zoning Ordinance, which can be found at www.richmondnc.com/175/Planning-Zoning.

1. Applicant and Property Owner Information

Applicant/Agent Name	Owner Name (if different from Applicant/Agent)
Company	Company/Owner Name 2
Address	Address
City, State, Zip	City, State, Zip
Phone	Phone
Email	Email

2. Subject Property Information

Parcel Address (if applicable)	Parcel Identification Number(s)
---------------------------------------	--

3. Description of Proposal

4. Zoning Information

Current Zoning Designation	Table of Uses Number
-----------------------------------	-----------------------------

5. Signature Box

I certify that the information provided is true and accurate.

Applicant/Agent _____
Print Name

Property Owner (s) _____
Print Name(s)

*Note: This form must be signed by the owner(s) of record. If there are multiple property owners, a signature is required for each owner of record.

****THE LANDOWNER/APPLICANT MUST BE PRESENT FOR THE QUASI-JUDICIAL HEARING.****

It is recognized that there are some land uses, which are basically in keeping with the intent, and purpose of the various districts created by this Ordinance, yet these uses may have a significant impact on those districts. These impacts are best determined following careful review of the specific proposal. In order to add flexibility to the Ordinance, certain uses are allowed by means of controls exercised through the Special Use Permit process. Please review the Special Use Process (Section 6) in the Richmond County Zoning Ordinance.

A complete application will include: (1) Special use permit application, (2) A complete site plan, (3) An outline of the special use proposal, (4) A non-refundable application fee as set out in the Schedule of Fees, as adopted, and (5) Any additional information required through Section 6 of the Richmond County Zoning Ordinance. A complete application must be received by the Richmond County Department of Planning and GIS Services by the 1st of the month prior to the Board of Adjustment meeting at which it is to be heard (i.e. May 1 application deadline to hear quasi-judicial case June 15th).

The Board of Adjustment shall consider the complete application and comments at the evidentiary hearing and may grant or deny the Special Use Permit. If the Special Use Permit is granted, the Board of Adjustment shall use as a guide the specific conditions outlined for each use proposed. In addition, the Board of Adjustment shall find:

A. That the use will not materially endanger the public health or safety if located according to the plan submitted and approved;

B. That the use meets all required conditions and specifications;

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

D. 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 Richmond County Land Use Plan.

SITE PLAN REQUIREMENTS

All the following elements must show on the required site plan upon submittal or attach a written explanation as to why the element was omitted.

- 1) The shape and dimensions of the lot on which the proposed building is to be erected;
- 2) The location of said lot with respect to adjacent rights-of-way;
- 3) The shape, dimensions, and location of all buildings, existing and proposed, and required setbacks;
- 4) The nature of the proposed use of the building or land, including the extent and location of the use;
- 5) The location and dimensions of off-street parking and loading space and means of ingress and egress;
- 6) The square feet and percentage of lot as built upon area if the lot is located in Watershed;
- 7) The location of all required buffers;
- 8) If an acre or more of land is to be disturbed in the site preparation activity, then a developer statement that a Sedimentation and Erosion Control Plan has been submitted to the Land Quality Section, Department of Environment and Natural Resources for review and approval.
- 9) Any other information, which the Zoning Administrator may deem necessary for consideration in enforcing all provisions of this Ordinance.
- 10) Prior to approval of the Site Plan, the Zoning Administrator may consult with other qualified personnel for assistance to determine if the application meets the requirements of this Ordinance.

In addition to the requirements above, a site plan submitted for a Special Use Permit shall include the following items:

(1) Existing data and information.

- a. The site plan shall be drawn to a scale in the denomination of 1" =100'. The size of paper should be at least 8.5 x 11 inches and no greater than 11 x 18 inches.
- b. The shape, size, height, and location of existing structures located on the site and within 200 feet of the site.
- c. Natural features including water courses and water bodies, various types of vegetation and topographical features. Manmade features, such as, but not limited to, existing roads and structures. Such map shall indicate which of such features are to be retained and which are to be removed or altered. The 100-year flood elevation line shall be included where applicable together with existing wetlands.
- d. The use of abutting properties shall be identified.
- e. The size and location of all existing public and private utilities and all existing landscaping. This shall include the location and size of existing utilities that are

located off-site, with which connection is planned or located within 100 feet of the site.

(2) Proposed development.

- a. The shape, size, height and location of the proposed structures, including expansion of existing buildings, with typical front and side elevations and floor plans.
- b. Proposed streets, driveways, parking area, sidewalks, with indications of direction of travel for one-way streets and drives. The width of all streets, driveways and sidewalks and the total number of parking spaces shall be indicated on the site plan. In addition, loading areas and facilities associated with the structures on the site shall be shown.
- c. The location, type and size of all proposed landscaping and screening, including fences and walls.
- d. Exterior lighting plan and proposed signs or instructional devices to be located on the site.
- e. A vehicular circulation plan of the interior of the lot including ingress and egress locations to existing public streets.
- f. The location of all building setbacks required.

Also, site plans submitted for the purpose of obtaining a special use permit shall indicate the location and dimensions of outdoor activity areas including outdoor storage, location and type of outdoor lighting, and areas of environmental concern such as flood plains, surface water, and drainage ways. Prior to approval of the site plan, the Planning Staff may consult with other qualified personnel for assistance to determine if the application meets the requirements of this Ordinance. Individual Special Uses may require more information, as given in this Section or elsewhere in this Ordinance. In addition, the Board of Adjustment may require other information, as it deems necessary in order to determine if the proposal meets all requirements and will not endanger persons or property. All costs associated with providing such information shall be borne by the applicant and/or the developer.

OUTLINE OF SPECIAL USE PROPOSAL

A Special Use Permit application must include a narrative of the application in writing. This narrative should include a summary of the proposed use, time of operation, schedule of development, number of anticipated employees (if applicable), and potential plans for expansion. This narrative must be signed by the applicant and will be treated as truthful evidence in the presentation of the application before the Board of Adjustment.

Office Information:

Zoning Designation: _____	Use Number (From Table of Uses) _____
Documents Received _____	Received by _____
Fee Received _____	Received by _____