



Columbus County
 Planning & Zoning Department
 Application for Special Use Permit

Petitioner Information	Property Owner(s) <i>If different than Petitioner</i>	Subject Property
Name	Owner Name	Address
Company	Owner Name 2	Parcel ID(s)
Address	Address	Area of Parcel
City, State, Zip	City, State, Zip	Existing Zoning and Use GENERAL USE
Phone	Phone	Proposed Use
Email	Email	Current Use of Property
Application Tracking Information (Staff Only)		
Case Number	Date/Time Received:	Received By:

APPLICATION OVERVIEW

In order to assist petitioners through the process for obtaining a Special Use Permit, petitioners are encouraged to attend a pre-application conference prior to application submittal. Petitioners are requested to review the Columbus County Land Use Regulation Ordinance which can be found at columbusco.org/planning/Planning.aspx. Applications for Special Use Permits must first be considered by the Columbus County Planning Board at a public hearing. The Planning Board will make a recommendation to the Columbus County Board of Adjustment which will take final action on the permit application in a quasi-judicial public hearing. Attendance by the petitioner is required at all public hearings. The public hearings will allow staff, the applicant, proponents and opponents to testify with regard to the request. Unless otherwise published or announced, Planning Board meetings are held on the fourth Tuesday of each month at 6 pm in the Commissioners Chambers (second floor) of the Dempsey B. Herring Courthouse Annex at 112 West Smith Street, Whiteville, NC, 28472.

APPLICATION REQUIREMENTS

In order to assist petitioners through the process for obtaining a Special Use Permit, petitioners are highly encouraged to attend a pre-application conference prior to application submittal. Applications must be submitted to Planning Staff at least twenty (20) working days before the Planning Board meeting at which the application is to be considered. Applications will be reviewed by Planning Department staff for completeness prior to being officially accepted. Once accepted, the Planning Board will consider the application at the assigned meeting and public hearing unless the applicant requests a continuance.

For all proposals, in addition to this application, the following supplemental information and materials are required and should be displayed on site plans where applicable:

Required Information	Applicant Initial	Staff Initial
Narrative of Proposed Use		
<p>Site Plan – One (1) 24 x 36 copy, Fifteen (15) ledger size copies, and One (1) digital copy.</p> <p>Shape and Dimensions of the lot on which the proposed building/project is to be erected.</p> <p>The location of said lot with respect to adjacent rights-of-way.</p> <p>The shape, dimensions, and location of all buildings, existing and proposed, and required setbacks (typically 50 feet for front setback and 15 feet for side setbacks but may be modified depending on project.</p> <p>The nature of the proposed use of the building/project, including the extent and location of the use.</p> <p>The location and dimensions of off-street parking and loading space and means of ingress and egress.</p> <p>The square feet and percentage of lot as built upon area if the lot is located in a watershed</p> <p>Documentation of Department of Transportation Application for Driveway Permit attached: Yes () No ()</p>		

<p>The location and type of required buffers.</p> <p>A landscape plan that meets requirements of the Highway Corridor Overlay district, if applicable.</p> <p>A Sedimentation and Erosion Control Plan (if applicable) as submitted to the Land Quality Section, Dept. of Environmental and Natural Resources.</p> <p>Air Quality permit, if applicable, from NC Department of Environmental Quality (NCDEQ), is attached.</p> <p>Storm Water Runoff permit, if applicable, from NC Department of Environmental Quality (NCDEQ).</p> <p>A 911 address from Columbus County Emergency Services.</p> <p>And, any other information, which the Planning Staff may deem necessary for consideration in enforcing all provisions of this Ordinance.</p> <p>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.</p>		
<p>Fee - \$500</p>		

CRITERIA REQUIRED FOR APPROVAL OF A SPECIAL USE PERMIT

(As outlined in Article V of the Columbus County Land Use Regulation Ordinance)

The applicant should explain, with reference to attached plans (where applicable), how the proposed use satisfies these requirements (please use additional pages if necessary). The applicant has the burden of proof and must provide sufficient evidence in order for the required findings to be met. Planning Staff, the Planning Board, and the Board of Adjustment reserve the right to require additional information, if needed, to assure that the proposed Special Use Permit meets the following requirements:

1. The Board must find “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.”

2. The Board must find “that the use meets all required conditions and specifications” of the Columbus County Code of Ordinances, Chapter 10, Part 2, Articles 8 and 9 which can be found online at www.columbusco.org).

3. The Board must find “that the use will not substantially injure the value of adjoining or abutting property **OR** that the use is a public necessity.”

4. The Board must find “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 plan of development for Columbus County.”

LIST OF ADJACENT LANDOWNERS AND ADDRESSES

(As per Article V Section III of the Land Use Regulation Ordinance)

Please list all adjacent landowners and their mailing addresses below so that notice of public hearings may be sent to them regarding this permit application:

If an applicant requests a delay of consideration from the Planning Department or the Board of Adjustment before notice has been sent to the newspaper, the item will be calendared for the next meeting and no additional fee will be required. If delay is requested after notice has been sent to the newspaper, the board will act on the request at the scheduled meeting and is under no obligation to grant the continuance.

In granting a special use permit, conditions may be designated to assure that the use in its proposed location is harmonious with the spirit of the Columbus County Land Use Regulation Ordinance, the Columbus County Land Use Plan and any other adopted plans that are applicable. All conditions become part of the special use permit and run with the land. A special use permit shall become null and void if construction or occupancy of the proposed use as specified and approved is not commenced within the stated time period in Section VI of the Columbus County Land Use Regulation Ordinance.

By my signature below, I certify that this application is complete and that all of the information presented in the application is accurate to the best of my knowledge, information, and belief.

Printed Name of Petitioner and /or Property Owner

Signature of Petitioner and/or Property Owner

Date