

# SPECIAL USE PERMIT APPLICATION

Applicant's Name: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

## For Staff Use Only

Project Number: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Approved \_\_\_\_\_

Denied \_\_\_\_\_

Applicant's Relationship to the Property Owner (Check the one that applies):

- Owner
- Legal Representative of the Owner (must attach Affidavit of owner's permission for this action)
- Developer (must attach Affidavit of owner's permission for this action)
- Other, specify (must attach Affidavit of owner's permission for this action)  
\_\_\_\_\_

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

Tax ID Number: \_\_\_\_\_ Lot Size \_\_\_\_\_ Deed Reference: Book \_\_\_\_\_ Page \_\_\_\_\_

Existing Zoning: \_\_\_\_\_

Proposed Special Use: \_\_\_\_\_  
\_\_\_\_\_

Proposed Conditions: \_\_\_\_\_  
\_\_\_\_\_

A site plan drawn to scale and sealed by a registered engineer, surveyor, architect, or landscape architect licensed to practice in the State of North Carolina may be required for certain Special Use Permits such as a change in use requiring site improvements or the development of a vacant site, the Zoning Administrator will assist in determining when a site plan is required to accompany the Special Use Permit application. Site plans for subdivision applications shall be in the form of a preliminary plat with all information that is required per Chapter 157 of the Monroe Code of Ordinances – Zoning Code. The site plan shall include the following information; however, the Zoning Administrator may require additional information whenever necessary and may waive one or more of the requirements if such is found to be irrelevant to the proposed project.

## **General Information Required**

- A location map that shows the project in relation to surrounding parcels, zones, streets, right of ways, and utility services and easements, total acreage, north arrow, legend, and a vicinity map.
- Name of the applicant(s) and the name of the proposed development including a copy of the current deed.
- Scale, at one (1) inch equals 100 feet, unless otherwise approved by the Zoning Administrator.

## **Information on Natural, Historic, and Recreational Features Required**

- Contour lines at no greater than five (5) foot intervals.
- Location and dimensions of all recreational areas, equipment, features, historic sites and open space.
- Natural screening (woods, thickets, etc.), streams, ponds, rivers and similar natural or man-made features.

## **Zoning and Lot Information Required**

- Existing and proposed zoning district lines, flood plain delineation, property lines, existing and proposed parking, trash collection systems and screening (include a copy of the planting schedule) and building footprints for any structure or walls to be placed on the property. Residential uses shall include the number of units per building and the total project.
- Proposed lot dimensions and setbacks, with diagrams of proposed signs showing location on the lot, size, height, and attachment (if indicated).
- Boundary of any phase lines, for phased development plans. (Include a statement for future building time line)
- Detailed landscape plan in compliance with section 157.8.3 of the Monroe Code of Ordinances issued by a certified landscape architect, or other certified professional preparer

## **Transportation and Utilities Information Required**

- Existing and proposed streets, sidewalks, easements, parking and loading areas, drainage facilities, storm water control devices, and public utilities.
- A driveway permit from NCDOT for developments on state-maintained roads, and a city driveway permit for development on city-maintained streets.
- A letter from the Director of Water Resources stating that adequate water and sewer is available, or can be made available, to the site in adequate capacities.

Special use permit approval requires several standard findings of fact (see below). It shall be the responsibility of the applicant to address all findings related to the development proposal. The burden of submitting competent evidence that the findings have been met is the applicant's responsibility. Additional information supporting the special use permit application shall be the responsibility of the petitioner and not the responsibility of the city.

At the Board of Adjustment hearing, petitioners should be prepared to testify to the following standard findings of fact for all special uses:

1. Will not endanger the public health or safety,
2. Will not injure the value of adjoining or abutting property,
3. Will be in harmony with the area in which it is located, and
4. Will be in conformity with the land-use plan, thoroughfare plan, or other plan officially adopted by the Council.

Note: Due to the amount of detailed information needing to be submitted to the city, it is *requested* that early contact with the city planning department be accomplished to avoid unnecessary delays. All applications for a special use permit shall be reviewed by the Zoning Administrator prior to Board of Adjustment review. The applicant shall submit a completed application no later than the 1<sup>st</sup> of the month to the Board of Adjustment meeting at which the petition is to be heard. If the application is found to be incomplete or the development is found to be in conflict with the requirements of this application, the developer shall be notified and the petition rejected.

Upon acceptance of the site plan by planning staff, the petitioner shall provide a digital copy of the site plan. Depending on site details, the applicant may be required to provide physical copies of the site plan for review by the Board of Adjustment.

It is understood and acknowledged that if the Special Use Permit is authorized, the property involved in this request will be perpetually bound to the use(s) authorized and subject to such conditions as imposed, unless subsequently changed or amended as provided for in Chapter 157.3.4.9 of *the Zoning Ordinance of the City of Monroe Code of Ordinances*.

**Special Use General Standards:**

A. *The use will not materially endanger the public health or safety if located, designed, and proposed to be operated according to plan.*

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B. *The use or development complies with all regulations and standards of the City of Monroe Zoning Ordinance, as well as any other state or local rule or regulation governing the development of land.*

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C. *The use or development will not adversely impact surrounding property and will not substantially injure the value of adjoining property.*

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D. *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 will be in general conformity with the Monroe Land Development Plan.*

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**To the best of my knowledge, all of the information herein submitted is accurate and complete. If you are signing on behalf of a company, please include your title within the company**

By signing and submitting this document, I agree that all signatures where required may be Electronically Signed by either party pursuant to NCGS 66-315(b).

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Applicant (printed)

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Applicant's Signature

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Date

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Property Owner's (printed)

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Property Owner's Signature

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Date

**\*\*If you are signing on behalf of a company, please include your title within the company\*\***