

SPECIAL USE APPLICATION

PLANNING & DEVELOPMENT DEPARTMENT



SUBJECT PROPERTY INFORMATION

Project Name (if applicable): _____

Proposed Land Use (Per Table of Uses): _____

Property Address: _____

At/Near Intersection of: _____ Township: _____

Tax Map Number(s): _____ Total Parcel Size: _____

Current Zoning/Use District: _____ Future Land Use Class: _____

Effective Flood Zone(s): _____

APPLICANT INFORMATION

Name: _____

Mailing Address: _____

Telephone: _____ Fax Number: _____

Email Address: _____

Legal relationship of Applicant to Property Owner: _____

(If the application is not signed by the property owner, a written and signed statement by the property owner giving consent to the request must be submitted with the application.)

PROPERTY OWNER INFORMATION

Name: _____

Mailing Address: _____

Telephone: _____ Fax Number: _____

Email Address: _____

SURVEYOR/ENGINEER INFORMATION

Name: _____

Mailing Address: _____

Telephone: _____ Fax Number: _____

Email Address: _____

The application must answer the following questions and provide adequate explanation and documentation for each.

1. Will the proposed use materially endanger the public health or safety, if located according to the plan submitted, and if approved?

2. Will the proposed use will substantially injure the value of adjoining or abutting property, and is the use a public necessity? **Documentation supporting this finding must be provided in the form of a report or testimony from a qualified professional (i.e. real estate appraiser) before the hearing will be scheduled.**

3. Will the location and character of the proposed use, if developed according to the plan as submitted and approved, be in harmony with the area in which it is to be located?

4. Will the location and character of the proposed use, if developed according to the plan as submitted and approved, in general conformity with the Onslow County Comprehensive Plan?

You may attach additional sheets and/or information.

Zoning Official's Signature/Date

Signature of Applicant/Date

Printed Name of Zoning Official

Printed Name of Applicant

For Office Use Only

Application No. _____

Date Received: _____

Receipt # _____ Amount: _____

Stamped, legal-sized Envelopes # _____

SPECIAL USE SUBMITTAL POLICY

CALENDAR YEAR 2020

Pre-application Meeting

The applicant must schedule a pre-submittal meeting with county staff to discuss the proposed use, preliminary assessments regarding the proposed use and the adopted ordinance and plans, and process. During this meeting, staff will provide the applicant with the number of stamped envelopes (for all property owners within 1,000 feet of the parcel) that will need to be provided with the application submittal.

Application Submittal

A complete application is to be submitted before 5pm on the submittal date. An application is considered complete only if it includes **ALL** of the following:

- Completed Special Use Permit Application form;
- Application Fee of \$400*;
- 20 folded copies of the site plan and an electronic copy emailed to LandUse@OnslowCountyNC.gov;
- Value opinion report; and,
- _____stamped, legal-sized envelopes (staff will provide the applicant with the required number during the pre-application meeting).

Please make payment payable to Onslow County Planning & Development. All checks must include a physical address and a phone number. **Personal checks must include driver's license or social security number. **Business checks** must have a North Carolina address.*

Complete application is to be submitted before 5pm on the submittal date as shown below:

Submittal Date	TRC Meeting	Corrected Plans Due	Board of Adjustment Public Hearing Date
Monday, 11/25/19	Tuesday, 12/10/19	Monday, Jan. 6	Tuesday, Jan. 28
Monday, Jan. 6	Tuesday, Jan. 21	Monday, Feb. 3	Tuesday, Feb. 25
Monday, Feb. 3	Tuesday, Feb. 18	Monday, March 2	Tuesday, March 24
Monday, March 2	Tuesday, March 17	Monday, April 6	Tuesday, April 28
Monday, April 6	Tuesday, April 21	Monday, May 4	Tuesday, May 26
Monday, May 4	Tuesday, May 19	Monday, June 1	Tuesday, June 23
Monday, June 1	Tuesday, June 16	Monday, July 6	Tuesday, July 28
Monday, July 6	Tuesday, July 21	Monday, Aug. 3	Tuesday, Aug. 25
Monday, Aug. 3	Tuesday, Aug. 18	Monday, Aug. 31	Tuesday, Sept. 22
Monday, Aug. 31	Tuesday, Sept. 15	Thursday, Oct. 5	Tuesday, Oct. 27
Monday, Oct. 5	Tuesday, Oct. 20	Thursday, Nov. 2	Tuesday, Nov. 24
Monday, Nov. 2	Tuesday, Nov. 17	Monday, Nov. 30	Tues., Dec. 22
Monday, Nov. 30	Tuesday, Dec. 15	Monday, 1/4/21	Tues, 1/26/21

The site plan in support of an application for a special use shall be of sufficient detail to allow the Zoning Administrator to reasonably understand the proposed development. The scale shall be 1 in. = 100 ft. or greater for zone lots three (3) acres or less in size or 1 in. = 200 ft. for zone lots more than three (3) acres in size (Please send email an electronic file of the plan as well).

1. Zoned lot with dimensions
2. Adjoining deeded properties and uses
3. Existing structures on property
4. Proposed structures with size and all required setbacks
5. Proposed use, and if applicable, number of employees and hours of operation
6. Off street parking, loading and unloading, access to existing streets
7. Easements and Rights-of-way, type (private or public)
8. Name, location and dimension of any proposed streets, drainage facilities, parking areas, recreation areas, common areas, required yards, required turnarounds, as applicable
9. Driveway Permit from NCDOT, if required
10. Proposed phasing, if applicable
11. In areas not served by public wastewater facilities, documentation showing that each lot can reasonably support a septic system and repair area or, in the alternative, the location of any shared outlying drain fields/wastewater systems
12. Location of access and utility easements to be reserved and dedicated in support of any adjoining properties that do not possess a public right of way to a public street
13. Septic Permit/Sewer Permit
14. Sign Permit, if required
15. NCDENR Permits and approved plans are required prior to Building Permit Application or commencement of proposed use if a Building Permit is not required.
16. Delineated flood lines with statement that shows current AND preliminary flood zone and base flood elevation, or a statement not in flood plain
17. Any additional information required by the Zoning Administrator to assess the merits of the application

Technical Review Committee: Review and Recommendation

- Once the Planning Department receives the application and site plan, it will be reviewed for completeness and compliance with county ordinances.
- If complete, the application will be incorporated into the next TRC agenda, and the applicant will receive notice of the appointed meeting time for the project.
- After the TRC meeting, the applicant must submit ten (10) **folded** copies of the corrected plans by the due date in order to be placed on a Board of Adjustment agenda.

Adjoining Property Owner Notification

The Planning & Development staff will mail a notice to the property owners within 1,000 feet of the subject property at least ten (10) days but not more than twenty-five (25) days prior to the Board of Adjustment meeting date.

Board of Adjustment Meeting

The Board of Adjustment meets the fourth Tuesday of every month at 6:30pm in the Commissioners' Chambers at 234 Northwest Corridor Blvd., Jacksonville, NC. The Board of Adjustment has a policy of hearing 2 cases per meeting. Cases will be placed on the agenda on a first-come, first-served basis. When more cases are submitted by the submittal date, they may be scheduled for an alternate meeting date on the 2nd Tuesday of the following month.

A Planning & Development staff member will present the request to the Board of Adjustment. The applicant or representative will be asked to address the Board of Adjustment and be prepared to answer questions the Board or public may have about the proposed project. The Board of Adjustment shall conduct a quasi-judicial public hearing which includes a formal evidentiary hearing. The Board Chair will swear in witnesses (citizens/applicants) and obtain statements as sworn testimony. The Board may approve or deny the permit, or the Board may continue the hearing until a subsequent meeting.

The Board of Adjustment shall issue a Special Use Permit only when the Board makes an affirmative finding for each of the following:

1. That the use will not materially endanger the public health or safety, if located according to the plan submitted and approved;
2. That the use meets all required special uses 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 as submitted and approved, will be in harmony with the area in which it is to be located and in general conformity with the Onslow County CAMA Land Use Plan.

During the deliberative stage of the hearing, the Board of Adjustment may require reasonable and appropriate conditions be attached to the approval of the Special Use Permit. Such conditions should relate to the relationship of the proposed use to surrounding property, proposed support facilities such as parking areas and driveways, pedestrian and vehicular circulation, screening and buffers, phasing of development, infrastructure improvements, and other matters that the Board may find appropriate. The applicant may also proactively propose conditions to be considered by the Board.