

# ONslow COUNTY PLANNING & DEVELOPMENT

## SPECIAL REQUIREMENT APPLICATION AND POLICY

### Application Submittal

A complete application includes all of the following:

- Completed Special Requirement Application form
- 3 copies of the site plan.

The site plan in support of an application for a special requirement shall be in sufficient detail to allow the Zoning Administrator to reasonably understand the proposed development. The scale shall be at least 1 inch = 100 ft. and include the following:

1. Zoned lot with dimensions
2. Adjoining properties, including owners and uses
3. Existing structures
4. Proposed structures with size and all required setbacks
5. Proposed use
6. Number of employees, if applicable
7. Hours of operation, if applicable
8. Off street parking, loading and unloading, access to existing streets
9. Easements and Rights-of-way, type (private or public)
10. Floodplains or statement not in flood plain
11. Name, location and dimension of any proposed streets, drainage facilities, parking areas, recreation areas, common areas, required yards, required turnarounds, as applicable
12. Proposed phasing, if applicable
13. 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
14. 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
15. Any additional information required by the Zoning Administrator to assess the merits of the application
16. Septic Permit/Sewer Permit
17. Sign Permit, if required
18. Driveway Permit from NCDOT, if required
19. NCDENR Permits and approved plans are required prior to Building Permit Application or commencement of proposed use if a Building Permit is not required.

### Staff Review and Permit Issuance

Once the Planning Department receives the application and site plan, it will be reviewed for completeness and compliance with county ordinances. A permit will be issued providing all zoning standards are met. The applicant will be notified of any deficiencies and will be given an opportunity to correct the application/plan.

**ONslow COUNTY PLANNING & DEVELOPMENT  
SPECIAL REQUIREMENT APPLICATION**

Project Name \_\_\_\_\_

Proposed Use \_\_\_\_\_

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

Tax Map Number \_\_\_\_\_

Zoning district \_\_\_\_\_ Township \_\_\_\_\_

**TYPE OF USE (FEE):**

\_\_\_\_\_ CELL TOWER CO-LOCATION (\$50) \_\_\_\_\_ ALL OTHER USES (\$125)

*\* 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*

**APPLICANT INFORMATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

*\*If the applicant is not the property owner, a copy of the lease and/or a written, signed statement from the property owner must be submitted that gives consent to the proposed special requirement use.*

**For Office Use Only**

File No. \_\_\_\_\_ Date Received: \_\_\_\_\_ Receipt # \_\_\_\_\_

Amount \_\_\_\_\_