

# 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 District: \_\_\_\_\_ Future Land Use Class: \_\_\_\_\_

Effective Flood Zone(s): \_\_\_\_\_

Infrastructure:

Water Supply:  Individual Well  Community System  ONWASA  Northwest Onslow

Sewer Type:  Individual Septic  Community System  ONWASA  Pluris

## 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**

# SPECIAL USE SUBMITTAL POLICY

CALENDAR YEAR 2023

## 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 300 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 \$600\*;
- 20 folded copies of the site plan and an electronic copy emailed to [LandUse@OnslowCountyNC.gov](mailto:LandUse@OnslowCountyNC.gov);
- Value opinion report; and,
- \_\_\_\_\_stamped, No. 10 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, 11/28/22	Tuesday, 12/13/22	Tuesday, Dec. 27	Tuesday, Jan. 24
Tuesday, Jan. 3	Tuesday, Jan. 17	Tuesday, Jan. 31	Tuesday, Feb. 28
Monday, Jan. 30	Tuesday, Feb. 14	Tuesday, Feb. 28	Tuesday, March 28
Monday, March 6	Tuesday, March 21	Tuesday, April 4	Tuesday, April 25
Monday, April 3	Tuesday, April 18	Tuesday, May 2	Tuesday, May 23
Monday, May 1	Tuesday, May 16	Tuesday, May 30	Tuesday, June 27
Monday, June 5	Tuesday, June 20	Thursday, July 6	Tuesday, July 25
Friday, June 30	Tuesday, July 18	Tuesday, Aug. 1	Tuesday, Aug. 22
Monday, July 31	Tuesday, Aug. 15	Tuesday, Aug. 29	Tuesday, Sept. 26
Tuesday, Sept. 5	Tuesday, Sept. 19	Tuesday, Oct. 3	Tuesday, Oct. 24
Monday, Oct. 2	Tuesday, Oct. 17	Tuesday, Oct. 31	Tuesday, Nov. 28
Monday, Oct. 30	Tuesday, Nov. 14	Tuesday, Nov. 28	Wed., 1/3/24 (TBD)
Monday, Nov. 27	Tuesday, Dec. 12	Thursday, 12/28/23	Tues, 1/23/24

# SITE PLAN REVIEW CHECKLIST

## **Plat**

- Prepared by A Professional Engineer or Professional Land Surveyor
- Vicinity Map showing major roads
- Scale of no smaller than 1":100'
- Scale Bar
- North Arrow

## **Zoning**

- Contact Information for the owner(s) of the subject property
- Location of property lines
- Acreage of the subject property, and parcel identification number
- Current zoning classification
- Adjacent properties parcel identification number, zoning, and uses
- Proposed and required setbacks for all structures
- Fire district and ISO rating
- The location and nature of any known military training or operational impacts, as defined in the most recent Joint Land Use Study and Compatible Use Zone Studies for local military installations

## **Site Conditions**

- Hydrologic features (i.e. rivers, streams, lakes, and/or ponds)
- Stormwater management plan and facilities
- Special flood hazard areas and FIRM reference number
- Wetlands

## **Proposed/Existing Development**

- The number of proposed dwelling units and/or gross floor area of nonresidential structures, and any proposed phasing
- The location and dimensions of all buildings and other structures, proposed/existing
- Boundaries of proposed development areas, including the type of development proposed in each
- Utility infrastructure, including onsite septic systems and repair areas, proposed/existing
- Rights-of-way with widths delineated, proposed/existing
- Easements with widths delineated, proposed/existing
- Buffers and landscaped areas, including fences and/or walls, proposed/existing
- Access points to external roadways, proposed/existing
- Internal traffic circulation drives to include drive-through lanes
- Proposed onsite and offsite traffic management improvements, if known, such as road widenings, turn lanes, traffic signals, and similar features
- Parking lot and loading area layout to include all spaces, aisle widths and dimensions, proposed/existing
- Provision for solid waste disposal
- Lighting Plan
- Hours of Operation

This checklist is a summary, for further detailed information see the Onslow County Zoning Ordinance.

## **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 300 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 3 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, than may be scheduled for an alternate meeting date on the 2<sup>nd</sup> Thursday of the following month, or the next regular meeting of the Board of Adjustment.

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.