

Special Use Permit Application

1. General Information (Please Type or Print)

Property Owner: _____
Address: _____ City: _____ State: _____ Zip: _____
Telephone Number: _____ Fax Number: _____

Applicant/Contact: _____
Address: _____ City: _____ State: _____ Zip: _____
Telephone Number: _____ Fax Number: _____

2. Property Information:

Property Address (if known): _____
Johnston Co. Tax Map: _____ Lot: _____ Zoning District: _____
Site Access Off Road: _____ Lot Acreage: _____
Status of Lot: Existing: _____ Proposed: _____

3. Utilities (Existing or Proposed – Check All That Apply):

Public Sewer: (a) _____ Existing, (b) _____ Proposed
Public Water: (a) _____ Existing, (b) _____ Proposed
Well: (a) _____ Existing, (b) _____ Proposed
Septic: (a) _____ Existing, (b) _____ Proposed (Note: Supply copy of applicable permit)

4. Building Floor Area (sq. ft.) _____ **Max. Bldg./Structure Height:** _____ ft.
Bldg./Structure Sprinkled? _____ Yes, _____
Comments or Other Infrastructure Needs: _____

5. Describe Nature of Request (Type of Building, Use, Hours of Operation, etc.):

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6. Submittal Information:

The items listed below are needed to verify compliance with the Town's ordinance provisions and must accompany the special use permit application:

- A. A copy of the most recent deed to the property for which the permit is requested. A copy can be obtained from the Johnston County Register of Deeds Office located in the Johnston County Courthouse.
- B. A copy of the property survey plat.
- C. A site plan (20 copies) prepared/drawn to scale (min. 1"=50' unless otherwise specified by the Zoning Administrator) by either a N.C. Licensed Professional Surveyor, Engineer or Architect depicting the following:
 - 1. Vicinity map, property boundaries, total area of parcel (sq. ft. and acreage), names of adjoining property owners, north arrow, and scale.
 - 2. Names of adjoining streets, location of rights-of-way(s) and easements.
 - 3. Existing and proposed structures (including additions) existing & proposed parking areas, parking spaces (including handicapped parking spaces) drive/sidewalk location(s), existing & proposed exterior site lighting.
 - 4. If the site is located in a protected watershed, please state the applicable square footage/percentage of all existing/proposed impervious surfaces and acreage of area to be left natural state.
 - 5. If applicable, location of 100 year flood plain.
 - 6. If applicable, location of all wetlands, perennial streams and surface drainage areas, retention ponds, existing and proposed topography [min. 10' contour], and buffer areas.
 - 7. If applicable, existing or proposed dumpster location(s) and screening.
 - 8. If applicable, location/type of any required landscape buffer either existing or proposed.
 - 9. Note on site plan all that apply: Height/# stories of existing/proposed buildings/structures, proposed land use (i.e., restaurant, warehouse, etc.), zoning of adjacent tracts.
 - 10. If applicable, any existing utility lines (water, sewer, electric, gas, etc.)
 - 11. Location of existing and proposed fire hydrant(s) and standpipes, existing or proposed fire lane.
 - 12. Location/Type of Traffic Control Devices Adjacent to Site
 - 13. Supplemental standard requirements (where applicable) – see attached exhibit(s):

D. Other: _____

E. Fee: _____

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7. Special Use Permit:

The Selma Town Council does not have unlimited discretion in deciding where to grant a special use permit. Article VI, Section 17-122 of the Selma’s Municipal Code states” “Prior to approving any special use permit, the Town Council shall conduct a quasi-judicial public hearing where sworn testimony and evidence may be offered by the applicant and any interested party...” Moreover, “no special use permit shall be recommended for approval by the Planning Board or approved by the Town Council without sufficient evidence presented to enable the Council to make written findings that each of the following (see 1 – 5 below) are fulfilled...”

Please note: Under each indicate the facts you, the applicant, intend to show and statements that you intend to make to convince the Town Council that it can properly reach the required findings of fact listed below (attach additional sheets if needed):

1. All applicable specific conditions pertaining to the proposed use have been or will be satisfied;

2. Access roads or entrance and exit drives are or will be sufficient in size and properly located to ensure automotive and pedestrian safety and convenience, traffic flow, and control and access in case of fire or other emergency;

3. All necessary public and private facilities and services will be adequate to handle the proposed use;

4. The location and arrangement of the use on the site, screening, buffering, landscaping, and pedestrian ways will not impair the integrity or character of adjoining properties and the general area and minimize adverse impacts to public health, safety, and general welfare.

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5. **The use or development conforms to general plans for the physical development of the Town's planning jurisdiction as embodied in this chapter, the Town's land use plan, or other development policies as adopted by the Town Council.**

Note: The Town Council may attach reasonable conditions to the request for approval as will ensure compliance with applicable regulations. A special use permit or modification of a special use permit shall run with the land covered by the permit or modification. No building or other subsequent permit or approval shall be issued for any development on the property except in accordance with the terms of the special use permit.

8. Signatures and Acknowledgment:

The undersigned hereby certify that the application material is complete and accurate.

FURTHERMORE, the undersign hereby authorizes the Town of Selma's Zoning Administrator or designated representatives to enter upon the above referenced property for the purpose of inspecting and determining/verifying compliance with the Town's ordinance provisions.

Applicant's Signature

Date

Property Owner's or
Authorized Agent's Signature

Date

_____ County, North Carolina

I certify that the following person(s) personally appeared before me this day, acknowledging to me that he or she signed the foregoing document: _____

Date: _____

Notary Signature

Commission Expires: _____