



**Town of Selma**  
 Planning & Economic Development  
 114 N. Raiford St.  
 Selma, NC 27576  
 P: 919-965-9841  
 F: 919-965-4637  
 www.selma-nc.com

# SPECIAL USE PERMIT APPLICATION COVER SHEET

*This sheet shall be completed by the applicant and included with a completed application.*

**Name of Project:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

*Please complete the following checklist prior to submittal. Applications will not be reviewed until all required materials are received. If not applicable, write "n/a."*

- Pre-Application Meeting held on: \_\_\_\_\_
- Application Review Fee (check or money order), \$350.00 (PLUS \$100.00 if including site plan review)

**Eight (8) copies of the following:**

- | Provided                 | N/A                      |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Completed application  |
| <input type="checkbox"/> | <input type="checkbox"/> | Owner's Consent Form   |
| <input type="checkbox"/> | <input type="checkbox"/> | Wastewater Allocation Request or Verification of Wastewater Allocation Request |
| <input type="checkbox"/> | <input type="checkbox"/> | Signed/Sealed Traffic Impact Analysis (if required)                            |

**Eight (8) copies of the plan set which includes the following pages**  
*FOR REQUESTS INCLUDING SITE PLAN REVIEW ONLY. ALL ITEMS MAY NOT BE REQUIRED DEPENDING ON SCOPE OF PROJECT. Required items are determined in pre-application meeting: More sheets/information may be provided as needed.*

- | Provided                 | N/A                      |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Cover Sheet   |
| <input type="checkbox"/> | <input type="checkbox"/> | Signed & Sealed Boundary Survey                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing Conditions Sheet (if not included on survey) |
| <input type="checkbox"/> | <input type="checkbox"/> | Phasing Plan Sheet                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Grading Plan Sheet                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Site/Subdivision Plan Sheet                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Landscape Plan Sheet                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Engineering Plan Sheet                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Architectural Elevations Sheet                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Lighting Plan Sheet                                   |



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## SPECIAL USE PERMIT APPLICATION

*Pursuant to Section 17-610 of the Selma Unified Development Ordinance, An application for a special use permit shall be considered by the Town Council by filing a copy of the application with the Administrator in the Planning Department.*

**Application Fee:** \$350.00 (Plus \$100.00 if accompanied by site plan review)  
**Fees are due at the time of application submittal and are non-refundable**

*Note: Preliminary plat approval by the Town of Selma does not imply compliance with Johnston County or any other applicable regulatory agencies. It is the applicant's obligation to seek any required permits/approvals.*

### SITE INFORMATION

Write "N/A" if not applicable.

Name of Project: \_\_\_\_\_ Acreage of Property: \_\_\_\_\_

Johnston County Tag #(s): \_\_\_\_\_

Zoning District: \_\_\_\_\_

Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Explanation of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Overlay District:  Historic District     Watershed Protection Overlay District     None

Electric Provider: \_\_\_\_\_

Wastewater:  Septic     Sewer                      Water:  Well     Public/Private Water

Flood Zone (verify by FIRM Map): \_\_\_\_\_ FIRM Panel: \_\_\_\_\_

Wastewater Allocation Requested: \_\_\_\_\_

Construction Cost (including all site work and buildings): \_\_\_\_\_

### STAFF USE

Date Received: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Permit #: \_\_\_\_\_

**APPLICANT INFORMATION**

*Owner's Consent Form is required if applicant is not the property owner.*

Applicant Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

**Property Owner (if different than applicant):**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**FINDINGS OF FACT**

*Section 17-610 of the Unified Development Ordinance requires that certain findings must be made by the Town Council before a Special Use Permit may be approved. Responses will be presented to the Town Council and must provide material, substantial, and competent evidence. Outline below (you may attach additional sheets) how the application addresses each of the following findings.*

**1. The development will not endanger the public health or safety:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. The development will not substantially injure the value of adjoining or abutting property.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. The development will be in harmony with the area in which it is to be located.

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4. The development will be in general conformity with the future land-use plan, thoroughfare plan, or other plan specifically adopted by the Town Council.

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**APPLICANT AFFIDAVIT**

*I, the undersigned, to hereby make application and petition to the Town Council of the Town of Selma to approve the subject Special Use Permit. I certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material, and all attachments become official records of the Town of Selma, and will not be returned.*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

Please utilize the following Site Plan Requirements Checklist for the Site Plan submittal.

**SITE AND SUBDIVISION PLAN REQUIREMENTS**

The following information describes the required data for plan sets. Some information requested below may not be applicable. More or less information may be required at the Planning & Economic Development Director's discretion.

| <b>General Plan Requirements</b>   |
|--|
| 1. All plan sets are limited to 24"x36" in size  |
| 2. Each plan sheet shall be drawn to the same engineering ratio, with the north arrow oriented in the same direction. (With the exception of detail sheets and architectural elevations) |
| 3. All text shall be clear and legible   |
| 4. Line weight hierarchy shall be consistent with common drafting standards  |
| 5. Multiple sheets shall be consecutively numbered (e.g. Sheet 1 of 4)   |
| 6. All numerical references shall be rounded up to a maximum of two decimal points   |
| 7. A Master Plan or narrative may be provided to define the site plan elements that cannot be readily depicted in graphic format   |
| 8. PDF of the plans, provided on USB (one USB required)  |
| 9. If required, provide a stormwater management plan sheet(s) and associated drainage facilities   |

| <b>Plan Elements and Data to be Included on All Sheets</b>   |
|--|
| 1. Consultant Logo Box (name, address, phone, email, firm and license number)  |
| 2. Project Name  |
| 3. Type of Plan  |
| 4. Signature and Professional Seal with date (landscape plans, architectural elevations, engineering plans, surveys) |
| 5. Original/Submittal Date and Revision Date of current plan set   |
| 6. Sheet Number  |
| 7. Vicinity Map showing the context of the project in the broad context of the town or planning jurisdiction         |
| 8. North Arrow   |
| 9. Graphic Scale (engineering or architectural graphic and written scale)  |

The following shall be provided as listed on each plan sheet.

| <b>SURVEY SHEET</b>  |
|--|
| 1. A signed and sealed boundary survey (not more than a year old unless otherwise approved by the Planning Department) with the bearings and distances of every property line shown. Distances shall be in feet or meters and decimals thereof. The number of decimal places shall be appropriate to the class of survey required. The survey must include any and all easements of record (referenced by Deed Book and Page) and must be prepared by a surveyor registered in the State of North Carolina |

| <b>EXISTING CONDITIONS SHEET</b>  |
|---|
| 1. The existing topographical conditions of the property with a ten foot contour interval showing the location of any natural features such as water courses, wooded areas, steep slopes (above 25%), or other geological features. The Planning & Economic Development Director may allow or require other contour intervals |
| 2. Individual trees twelve (12) inches in diameter or more, identified by common or scientific name   |
| 3. Other individual trees the applicant intends to preserve   |
| 4. The existing streets and roadway improvements (medians, landscaping, signage, driveways, walkways, etc.) on and within 100 feet of project boundary, all designated by the type of surface material  |
| 5. Existing right-of-way lines  |
| 6. The existing structures (including dimensions) located on and of the subject property  |
| 7. Existing structures within 100 feet of the subject property  |
| 8. The existing utilities (including water, sewer, electric, telephone, gas, cable, inverts of pipes, rim elevations, wells and septic tanks, etc.) on and within 100 feet of project site  |
| 9. Utility or other easement lines  |
| 10. Existing fire hydrants  |
| 11. Existing storm drainage patterns  |
| 12. Curb and gutters, curb inlets and curb cuts and drainage grates on and within 100 feet of the project   |
| 13. Label subject parcel and adjacent property acreage, owners, and zoning districts  |
| 14. The location of any areas previously used for landfill or other waste disposal purposes that are known or reasonably should be known to the applicant   |

| <b>PRELIMINARY SITE/SUBDIVISION PLAN</b>  |
|---|
| <i>Provide the following in Tabular Form. Multiple tables may be utilized as appropriate.</i> |
| 1. Label table as Site Data Table (or similar)  |
| 2. Name of Project  |
| 3. Johnston County Tag #(s)   |
| 4. Property Size (acres and square feet)  |
| 5. Property Location (Town Limits or ETJ)   |

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|---|
| 6. Existing Zoning District   |
| 7. Zoning District Dimensional standards (max impervious, min setbacks, max height, etc)  |
| 8. Overlay District (if applicable)   |
| 9. Existing Use   |
| 10. Proposed Use  |
| 11. Number of seats/students/fueling stations (if applicable)   |
| 12. Number of Housing Units Proposed, per housing unit type   |
| 13. Proposed density (number of housing units per acre)   |
| 14. Proposed intensity (gross floor area)   |
| 15. Building Coverage (as percentage of total site)   |
| 16. Impervious Surface Area (square feet and percentage of total site). If in Watershed Protection Overlay, indicate amount of impervious surface within the overlay (if totals are different). |
| 17. Building Height (number of stories and in feet)   |
| 18. Required Parking (list requirement, i.e. 1 space per 200 square feet, and total parking spaces required)  |
| 19. Proposed Parking  |
| 20. Required/Proposed handicap accessible parking   |
| 21. Electric Provider   |
| 22. Water Provider  |
| 23. Sewer Provider  |
| <b><i>Other site/subdivision plan elements:</i></b>   |
| 1. Identify adjacent property owners, their parcel ID number, current zoning and present use  |
| 2. Put a bubble around the affected area for amendments to previously approved projects   |
| 3. Identify the location of lots, buildings and structures with finished floor elevations and applicable setbacks   |
| 4. Show all lot dimensions  |
| 5. Label square feet of each lot  |
| 6. Identify existing and future right of ways and distinguish if public or private  |
| 7. Identify Watershed Protection Areas  |
| 8. Identify Special Flood Hazard Areas (list Zone and FIRM Panel Number)  |
| 9. Identify existing streets and roadway improvements (medians, landscaping, signage, driveways, etc.) within 100 feet of project boundary  |
| 10. Identify existing easements by type, and distinguish if public or private, and identify as underground or above ground  |
| 11. Identify proposed easements by type, and distinguish if public or private, and identify as underground or above ground  |
| 12. Identify individual trees the applicant intends to preserve   |

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| 13. Identify Open Space/Common/Recreation areas, amenities. Show dimensions of all areas and indicate whether areas shall be offered for dedication to public use or to remain privately owned   |
| 14. Identify clear sight triangle at project ingress/egress points with dimensions   |
| 15. Identify main entrance and all access driveways  |
| 16. Provide graphic showing right-of-way cross section. If multiple cross-sections are used, correlate to type or name of roadways as labeled on plan  |
| 17. Street names (labeled by classification) showing linear feet, street paving widths, and total right-of-way width   |
| 18. Curbs and gutters, curb cuts, and drainage grates  |
| 19. Provide an off-street parking and loading layout (with details, dimensions and access location). Identify handicap-accessible parking. Show all loading areas and circulation areas, all designated with the type of surface material and dimensions of proposed parking spaces. |
| 20. Show traffic circulation arrows  |
| 21. Show sidewalks and identify surface material and width   |
| 22. Show cross-walks   |
| 23. Provide queuing details for drive-up/drive-thru facilities (if applicable)   |
| 24. Provide the locations and dimensions of existing and proposed sidewalks and accessible routes  |
| 25. Provide the location and details of refuse collection areas  |
| 26. Provide the location, size and orientation of freestanding signs. Include distance from property lines   |
| 27. Show mechanical equipment and utility equipment  |
| 28. Identify cluster mailbox unit (CBU) locations and details, including parking layout  |

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| <b>PHASING PLAN SHEET</b>   |
| 1. Provide a plan of the project showing all phases and phase lines, with each phase labeled. |
| 2. Provide a table listing each Phase's acreage (or square feet)                              |

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| <b>PRELIMINARY ENGINEERING PLAN SHEET</b>   |
| <i>Note: Conceptual engineering plans are deemed preliminary in nature. Review and approval of engineering plans is a separate process.</i> |
| 1. Identify proposed streets and roadways (public and private) with dimensions and cross sections   |
| 2. Identify the curve radii for all internal and external vehicular use areas   |
| 3. Identify all access points to the project  |
| 4. Identify existing conditions   |
| 5. Identify Tree Conservation Areas shown on grading plan   |
| 6. Show proposed flow of traffic  |



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| 7. Identify proposed traffic control signs and striping  |
| 8. Identify the proposed water distribution system (including size) with location of fire hydrants and point of connection(s)  |
| 9. Identify the proposed sanitary sewer collection system (including size) and point of connection(s). If a municipal sewer connection is not available, please provide documentation from Johnston County Department of Environmental health that the location of septic tank and drain field is acceptable |
| 10. Provide preliminary wastewater allocation calculation  |
| 11. Identify proposed grease traps   |
| 12. Identify backflow prevention devices   |
| 13. Identify the proposed storm water management system with location of inlets, piping and positive outfall along with typical section and top surface area of storm water retention/detention pond, including soil types, slope, bottom and top elevations, and finish floor elevations                    |
| 14. Identify if a floodplain development permit is required  |
| <b><i>Fire Plan Items (may be included on a separate sheet, or on the conceptual engineering sheet)</i></b>  |
| 15. Identify fire hydrant distribution (distance of hose lay)  |
| 16. Identify the sprinkler connection locations and size   |
| 17. Identify fire lane designations and circulation around buildings (stripe fire lanes and show minimum stabilized access around all structures)  |
| 18. Identify the emergency evacuation route (access in and out of the property)  |
| 19. Identify fire apparatus turning radius   |
| 20. Verify the location of fire hydrants is not interfering with required landscaping (must be 24" clearance of landscaping from bottom of steam fitting)  |
| 21. Identify the Lock Box/Knox Box locations   |
| 22. Identify placard locations for hazardous materials   |

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| <b>GRADING PLAN SHEET</b>  |
| 1. Provide a grading plan. |

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| <b>LANDSCAPE PLAN SHEET</b>   |
| 1. Provide a landscape plan identifying the location of all proposed landscaping (must be prepared by a landscape architect registered in North Carolina unless otherwise approved by the Planning & Economic Development Director) |
| 2. Include all proposed lots, buildings, roads, sidewalks, and other site elements  |
| 3. Indicate the location, width and type of all required buffers, including a description of the materials (plantings, fences, berms, etc) used to comply with screening requirements   |
| 4. Indicate the location, width and type of landscaping within vehicular use areas  |

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| 5. Indicate the location, width and type of landscaping used to screen drive-thru areas, service areas, loading areas, mechanical equipment and above ground utilities   |
| 6. Provide a plant list summary table which includes: <ul style="list-style-type: none"> <li>- A planting key identifying the various planting elements</li> <li>- The quantity of each type of plant material proposed</li> <li>- The size, height, caliper and spacing of plant material proposed (provide height width for both time of planting and expected maturity)</li> <li>- The Botanical and common names of plant material proposed</li> </ul> |
| 7. Identify and list any existing plant material which will be used to satisfy landscape requirements  |
| 8. Verify/identify clear sight distances and safe-sight-triangles at project ingress/egress points   |
| 9. Provide an irrigation note to read as follows: "All newly planted trees and shrubs shall receive water at a minimum rate of one inch per week from a combination of natural rainfall and irrigation between June 1 and October 1 for a minimum of one year after planting."   |
| 10. Provide a landscape maintenance note which states: "To assure healthy plant growth, the property owner shall provide services necessary to maintain and enhance the grounds. This should include weeding, wedging, watering, removal of dead/unattractive plant materials, and general clean-up of the grounds."   |

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| <b>LIGHTING PLAN SHEET</b>   |
| 1. Identify illumination levels across the site.   |
| 2. Identify location of all exterior light fixtures, identify type and intensity of lighting fixtures, and provide a detail of the fixture |
| 3. Identify the proposed height of fixtures  |

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| <b>ARCHITECTURAL ELEVATIONS AND FLOORPLAN PLAN SHEET</b>   |
| <b><i>*Not required for single family or duplex development</i></b>  |
| 1. Provide floor plans, elevations, construction materials, finishes and colors, along with type of construction of all buildings per North Carolina Building Code prepared by a professional architect registered in North Carolina. This should be provided in color. <ul style="list-style-type: none"> <li>- Include all accessory structures (except those accessory to single family or duplex)</li> <li>- Include refuse screening structures</li> <li>- Include exterior remodeling of existing buildings</li> </ul> |
| 2. Indicate the height and number of stories for each structure  |
| 3. Indicate the location and screening method for all roof mounted structures or equipment   |
| 4. Indicate the scale of buildings relative to abutting property   |

**STAFF ANALYSIS (completed by staff)**

Zoning District: \_\_\_\_\_  City Limits  Extraterritorial Jurisdiction

Lot Size: \_\_\_\_\_

Associated Project Approval Project #(s): \_\_\_\_\_

Flood Zone and FIRM Map #: \_\_\_\_\_

Water Supply Watershed Protection District:  Yes  No

Historic District:  Yes  No

Utility Services:  City Water  Well  City Sewer  Septic Tank  Gas  Electricity

Is Structure in the Right-of-Way of any of the following (check all that apply):

City Utilities  Railroad  NCDOT or City Road  Proposed Thoroughfare  None

|                                 | Required | Provided |
|---------------------------------|----------|----------|
| Lot Area                        |          |          |
| % of Impervious Surface         |          |          |
| Lot Width                       |          |          |
| <b>Setbacks</b>                 |          |          |
| Front                           |          |          |
| Side                            |          |          |
| Rear                            |          |          |
| Max Building Height - Principal |          |          |
| Max Building Height - Accessory |          |          |
| Accessory Building Setbacks     |          |          |

Comments:

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## AGENT AUTHORIZATION / OWNER'S CONSENT FORM

Pursuant to Section 17-602 of the Town of Selma Unified Development Ordinance, written authorization is required from the property owner(s) if an agent will act on their behalf. A separate form is required from each owner. All fields must be completed.

**AGENT/APPLICANT INFORMATION:**

|        |                    |
|--------|--------------------|
| (Name) | (Address)          |
|        | (City, State, Zip) |

I hereby give CONSENT to the above referenced agent/applicant to act on my behalf, to submit applications and all required materials and documents, and to attend and represent me at all meetings and public hearings pertaining to the following processes (*list applicable requests*):

|  |  |
|--|--|
|  |  |
|  |  |

Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify that I have authority to execute this consent form as/on behalf of the property owner. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I further agree to all terms and conditions which may be imposed as part of the approval of this application.

**OWNER AUTHORIZATION:**

|                     |                    |
|---------------------|--------------------|
| (Name)              | (Address)          |
| (Owner's Signature) | (City, State, Zip) |