



Special Use Permit Checklist

This checklist provides specific requirements that are a part of the Special Use Permit process.

Application Information

- Complete Application Form Date Submitted _____
- Application Fee Plan Reviewer _____
- Adequate Public Facilities Determination of Adequacy (Z.O. Article 13 and S.O. Section 6.200.19, 6.850) (If applicable)
- Traffic Impact Analysis submitted (Z.O. Article 14 and S.O. Section 6.850) (If applicable)

Project Information

Project Name (as shown on title block)

Engineering Firm Contact Name

Phone number Fax number Contact email address

Tax Parcel Numbers (Mecklenburg County Polaris GIS System)

Location

Address

Owner/Authorized Agent

Site Plan

A petition requesting a special use permit must be accompanied by a site plan, drawn to scale, and any necessary supporting text, which shall include all data specified in paragraphs (a) through (m) below that are applicable to the project. Where the type of use or scale of proposal makes providing any of the following items unnecessary or impractical, the Planning Director may waive individual items.

- A boundary survey and vicinity map showing the property's total acreage, zoning classification(s), general location in relation to major streets, railroads, and/or waterways, date, and north arrow;
- Existing topography and the general nature of the proposed topography at four foot contour intervals or less;
- All existing easements, reservations, rights-of-way, and any other restrictions on the use of the land;



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- Number and general location of proposed structures;
- Proposed use of all land and structures, including the number of residential units or the total square footage of any nonresidential development;
- All yards, buffers, screening, and landscaping required by these regulations;
- Any proposed screening, buffers, and landscaping over and above that required by these regulations, as well as proposed treatment of any existing natural features;
- All existing and proposed points of access to public streets; the location of proposed new streets;
- Delineation of areas within the regulatory flood plain as shown on the Official Floodway Maps for Mecklenburg County;
- Proposed number and location of signs;
- Proposed phasing, if any, and approximate completion time for the project;
- The location of existing and proposed storm drainage patterns and facilities intended to serve the proposed development, for evaluation by the town's consulting engineer;
- Traffic, parking, and circulation plans, showing the proposed location and arrangement of parking spaces and ingress and egress to adjacent streets, existing and proposed;
- A listing of adjoining properties including tax parcel numbers and the name and address of each owner, provided in digital form if possible.

In the course of evaluating the proposed use, the Planning Director, Planning Board or Town Board of Commissioners may request additional information from the petitioner. Such requests shall stay consideration of the special use permit by the Planning Board or Town Board. Information requested may include the following:

- The location of significant trees on the petitioned property;
- Scale of buildings relative to adjoining properties, including sight lines;
- Height of structures;
- Exterior features of proposed development;
- Any other information needed to demonstrate compliance with these regulations.

The site plan, building elevations, perspectives, sections, and any supporting text shall constitute part of the special use permit application for all purposes under these regulations.

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