



CITY OF SHELBY
SPECIAL USE PERMIT APPLICATION

FILE NUMBER: _____ **DATE OF APPLICATION:** _____

APPLICANT'S NAME: _____

APPLICANT'S MAILING ADDRESS: _____

APPLICANT'S PHONE NUMBER: _____

APPLICANT'S FACSIMILE NUMBER: _____

APPLICANT'S RELATIONSHIP TO THE PROPERTY (Check the one that applies):

- Owner
 - Legal Representative of the Owner (must attach Affidavit of owner's permission for this action)
 - Developer (must attach Affidavit of owner's permission for this action)
 - Other, specify (must attach Affidavit of owner's permission for this action)
- _____

EXISTING ZONING: _____ **PROPOSED ZONING:** _____

PROPERTY ADDRESS: _____

TAX ID NUMBER: _____ **ACREAGE/ SQ. FT.** _____

DEED BOOK AND PAGE NUMBER: _____

PROPOSED SPECIAL USE: _____

PROPOSED CONDITIONS: _____

Every application for a special use permit shall be accompanied by a site plan drawn to scale and sealed by a registered engineer, surveyor, architect, or landscape architect licensed to practice in the State of North Carolina. Site plans shall contain the information listed in the attached table.

A statement analyzing the reasonableness of the proposed rezoning shall be prepared for each petition for a rezoning to a special use district. This statement must be prepared by the petitioner and it shall be completed and available for public inspection at the time notice is provided for the public hearing on the proposed rezoning. This statement shall address the consistency of the proposed rezoning with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable, the compatibility of the proposed rezoning with the site and surrounding area, and the benefits and detriments of the proposed rezoning for the landowner, the immediate neighbors, and the surrounding community.

Special use permit approval requires the council to make certain findings of fact relative to the proposal. These are listed below. It shall be the responsibility of the applicant to ensure that the

development as proposed meets these findings. The burden of submitting competent evidence that the findings have been met is the petitioner's responsibility. Additional information supporting the special use permit application shall be the responsibility of the petitioner and not the responsibility of the city.

Findings Required:

1. *The property is within the zoning jurisdiction of the City of Shelby, and*
2. *The application is complete, and*
3. *The proposed use complies with all of the requirements of the zoning ordinance, and*
4. *The use will not materially endanger the public health or safety, and*
5. *The use will not substantially injure the value of adjoining or abutting property, and*
6. *The use will be in harmony with the area in which it is to be located, and*
7. *The use will be in general conformity with the land development plan and other plans officially adopted by the city council.*

Note: Due to the amount of detailed information needing to be submitted to the city, it is *requested* that early contact with the city Planning Department be accomplished to avoid unnecessary delays. Prior to submitting an application, the petitioner may submit to the Zoning Administrator a sketch plan of the proposed development showing the approximate location and dimensions of all proposed structures and improvements. The Zoning Administrator shall review the sketch plan and advise the applicant as to its general compliance. The City Council, however, will consider no application unless it has been submitted at least 25 days prior to the meeting at which it is to be reviewed.

Upon acceptance of the site plan/preliminary plat by planning staff, the petitioner shall provide two (2) copies of the site plan (not to exceed 24" X 36"), two (2) 8" 1/2" by 11" copies of the site plan and any additional information submitted for review by the Planning and Zoning Board. Please submit a list of current adjoining property owners within 100' of any portion of the property with mailing addresses. FILING FEE FOR THE APPLICATION IS \$200 and a deed description showing the metes and bounds of the property must accompany the application at the time of submittal.

I understand that if a rezoning is required as part of this request, pursuant to section denial of a rezoning related to this case is also considered a withdrawal of the special use permit application.

I further acknowledge that if the property is rezoned as requested and the Special Use Permit authorized, the property involved in this request will be perpetually bound to the use(s) authorized and subject to such conditions as imposed, unless subsequently changed or amended as provided for in the Unified Development Ordinance of the City of Shelby. It is further understood and acknowledged that final plans for any development to be made pursuant to any such Special Use Permit so authorized shall be submitted to the Planning Department for review in the same manner as other development plans now required to be approved by the Planning Department prior to issuance of a building permit.

By signing, I hereby certify that all information that I have provided in this application is correct and complete to the best of my knowledge. I understand that providing false or incomplete information may be grounds for denial of my request or may result in future action by the City Council to revoke the permit.

Applicant's Signature

Date

NOTE: The following items must be submitted and checked off in order for this application to be deemed complete. Incomplete applications will not be reviewed or processed.

Applicant	Staff	Article 8-2
		A. <i>Legal description of the property.</i>
		B. <i>A description of the proposed map changes or a summary of the specific objective of any proposed change in the text of the Ordinance.</i>
		C. <i>An accurate diagram of the proposed rezoning showing:</i> <ol style="list-style-type: none"> 1. <i><u>All property lines with dimensions, distances of lot from the nearest intersection, and north arrow.</u></i> 2. <i><u>Adjoining streets with rights-of-way and pavement widths.</u></i> 3. <i><u>Existing locations of buildings on lot.</u></i> 4. <i><u>Zoning classification of all adjoining properties (adjoining properties shall be construed to mean and include properties on the opposite side of any street, stream, railroad, road or highway from the property sought to be rezoned).</u></i> 5. <i><u>The names and addresses of all adjoining property owners, as shown on the current records of the Cleveland County Tax Assessor's Office.</u></i>