



NEW HANOVER COUNTY PLANNING DEPARTMENT

SPECIAL USE PERMIT

230 Government Center Drive
Suite 150
Wilmington, NC 28403
910-798-7165 phone
910-798-7053 fax
www.nhcgov.com

Name of Petitioner	Staff Use Only: Application Number
Address	City, State, Zip
Email Address	Telephone Number of Petitioner
Name of Property Owner (if different than Petitioner)	Telephone Number of Owner (if different than Petitioner)
Address of Property Owner (if different than Petitioner)	City, State, Zip
Email Address (if different than Petitioner)	Property Address
Area of Property and Square Feet/Acres	Proposed Use
Existing Zoning	Parcel ID Number
Existing Use of Property	Land Classification (See Land Use Plan)

SUBMISSION REQUIREMENTS

Applications **MUST** be reviewed by the Planning Department for completeness prior to acceptance. For Special Use Permits that are considered residential or mobile homes a fee of **\$150.00** is required. All other Special Use Permits require a fee of **\$400.00**. This fee, payable to New Hanover County, **MUST** accompany this petition.

No application will be accepted unless accompanied by a plan of the proposed use and lot drawn to scale to be used as evidence in support of the required findings of fact (outlined on page 2) of this application. If submitting, full size plans, please provide thirteen (13) copies for the Planning Board Meeting and nineteen (19) copies for the County Commissioners Meeting; (1) 11x17 reduced site plan, and thirteen (13) and nineteen (19) copies of any color documents. The following supplemental information is required:

- 1 **One copy** of current tax map
- 2 Narrative of proposed use
- 3 Adjacent property owners and uses
- 4 Location of existing and (or proposed structures) to be used in connection with the requested use
- 5 Location of off-street parking and ingress/egress
- 6 Location and dimensions of proposed sign(s)
- 7 Location of site relative to major thoroughfares
- 8 Setbacks from property lines
- 9 Authority for appointment of agent form (The owner or an attorney must handle the case)
- 10 Applicant answers to the questions on the application
- 11 Signed site plan checklist

Note: Applicants should refer to Article 6 & 7 of the Zoning Ordinance for additional requirements for specific uses. The Planning Department, Planning Board, and/or Board of County Commissioners reserve the right to require additional information if needed to assure that the use in its proposed location will be harmonious with the area and in accordance with the Zoning Ordinance of the County of New Hanover.

REVIEW PROCEDURES

Applications for Special Use Permits (other than for single family dwellings on individual lots) are first referred to the New Hanover County Planning Board for recommendation to the County Commissioners. The Commissioners make final action on the permit application in a quasi-judicial public hearing.

Complete petitions and all supplementary information must be accepted by the Planning Department **twenty (20) working days** before the Planning Board meeting to allow adequate time for processing and advertisement as required by the North Carolina General Statutes.

Planning Board meetings are held on the first Thursday of each month at **5:30PM** in the Commissioner's Assembly Room at the Old County Courthouse, at Third and Princess Streets, Wilmington, North Carolina.

Applications for single-family dwellings, including mobile homes, on individual lots must be accepted by the Planning Department twenty (20) working days before the regularly scheduled Commissioners meeting. Applications for single-family dwellings on individual lots do not require planning board review.

What You Must Establish For A Special Use Permit

Authority to grant a Special Use Permit is contained in the Zoning Ordinance, pursuant to section 71. The Zoning Ordinance imposes the following General Requirements on the use requested by the applicant. Under each requirement, the applicant should explain, with reference to attached plans, where applicable, how the proposed use satisfies these requirements: (Attach additional pages if necessary)

General Requirement #1

The Board **must find** “that the use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved.”

General Requirement #2

The Board **must find** “that the use meets all required conditions and specifications” of the Zoning Ordinance”.

General Requirement #3

The Board **must find** “that the use will not substantially injure the value of adjoining or abutting property or that the use is a public necessity.”

General Requirement #4

The Board **must find** “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 plan of development for New Hanover County.”

SITE PLAN CHECKLIST
Check each item to confirm that is included

- Tract boundaries and total area, plus location of adjoining land parcels and roadways.
- Existing zoning of the tract and neighboring parcels and proposed tract zoning.
- Proposed use of land, structures and other improvements. For residential uses, this shall include number, height and type of units and site plan outlining area to be occupied by each structure and/or subdivided lot boundaries. For non-residential uses, this shall include approximate square footage and height of each structure, an outline of the area it will occupy and the specific purpose for which it will be used.
- Development schedule including proposed phasing.
- Traffic and Parking Plan to include a statement of impact concerning local traffic near the tract, proposed right-of-way dedication, plans for access to and from the tract, location, width and right-of-way for internal streets and location, arrangement and access provision for parking areas.
- All existing and proposed easements, reservations, required setbacks, rights-of-way, buffering and signage.
- The one hundred (100) year floodplain line, if applicable
- Location and sizing of trees required to be protected under Section 67 of the Zoning Ordinance.
- Any additional conditions and requirements, which represent greater restrictions on development and use of the tract than the corresponding General Use District regulations, which are the minimum requirements for Special Use Permit, or other limitations on land which may be regulated by State law or Local Ordinance.
- Any other information that will facilitate review of the proposed change (See Article VII).

The Zoning Ordinance in some instances also imposes additional specific requirements on the use requested by the applicant. The applicant should be prepared to demonstrate that the proposed use would comply with each specific requirement found in section 72, additional restrictions imposed on certain special uses (as applicable). He/She should also demonstrate that the land would be used in a manner consistent with the plans and policies of New Hanover County. The Board of Commissioners may impose additional conditions and restrictions that they deem appropriate prior to the issuing of the Special Use Permit. I certify that this application is complete and that all of the information presented in this application is accurate to the best of my knowledge, information, and belief.

Signature of Petitioner and/or Property Owner

Print Name