TOWN OF AYDEN
SPECIAL USE PERMIT APPLICATION

Planning Department
4061 East Ave., Ayden, NC 28513
Phone: (252) 481-5828 Fax: (252)558-0747

PROCESS INFORMATION

Review Process: A special use permit is a quasi-judicial process. Per Article 8 of the Unified Development Ordinance (UDO), the Administrator will review the special use permit application and present the proposal to the Planning Board. The Planning Board shall make a recommendation of approval or denial to the Board of Commissioners. The Board of Commissioners will hold a public hearing and decide on the matter. Article 8 of the UDO requires the compliance of specific findings of fact in order to grant a Special Use Permit.

Submission Requirement: Special Use Permits are for certain land uses that, because of unique characteristics or potential impacts on adjacent land uses, are not permitted in zoning districts as a matter of right. These uses may be permitted through the issuance of a Special Use Permit (SUP) after ensuring that the use complies with the SUP approval criteria. No inherent right exists to receive a SUP. Such authorization must be approved under a specific set of circumstances and conditions. Each application and situation is unique and may be subject to specific requirements to mitigate the impacts of the proposed use. The applicant must submit a special use permit application to the Administrator. The application shall contain all the required information. The Administrator will determine that the application is complete, prior to taking any action.

Public Notification: As a quasi-judicial process, a special use permit requires public notification and a public hearing. A general notice must be published in a newspaper, and a notice must be mailed to adjacent property owners.

FILING INSTRUCTIONS

_____ **Pre-Application Process:** The applicant must complete a pre-application conference with the Administrator. The conference includes discussion of the review process and assistance in the preparation of the application.

_____ **Completeness:** The applicant must complete forms in full. UDO Article 8 permits the Administrator to refuse incomplete submissions.

_____ **Fees:** The applicant must remit fees upon application submittal. See the Town's current fee schedule for information.

_____ **Materials:** Each application shall include an existing conditions map, a list of all adjoining property owners within one hundred (100) feet of the proposed request with current mailing addresses and a master plan.

_____ **Authentication:** The property owner or his or her authorized agent must sign the application.

EXISTING CONDITIONS MAP

An existing conditions map identifies existing manmade and natural features including, but not limited to, the following:

- ☐ Rights-of-way and existing structures
- ☐ Cemeteries
- ☐ Bridges or culverts
- ☐ Utilities
- ☐ Driveways and curb cuts
- ☐ Sidewalks and surface parking and loading areas
- ☐ Streets with pavement width
- ☐ Existing easements
- ☐ Natural features such as large stands of trees, water features, and special flood hazard areas
- ☐ Soil types
- ☐ Existing topography

MASTER PLAN

A master plan is a detailed, two-dimensional drawing illustrating all required site features including:

- ☐ Buildings and parking areas
- ☐ Streets locations, street sections, and new and existing rights-of-way
- ☐ Lines and setbacks
- ☐ Required or proposed buffers
- ☐ Conceptual landscaping
- ☐ All related development calculations (e.g., density, proposed building areas, number of parking spaces, estimated impervious surface) in enough detail to show compliance with the UDO ordinance.
- ☐ Detailed engineering drawings such as subsurface utilities (e.g., water and sewer) and on-site stormwater facilities are not required for Master Plans, except that horizontal water and sewer locations shall be indicated as required by the utility provider.

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GENERAL INFORMATION

Project Address / Location _____

Zoning District _____ Property Acreage _____

County PIN No. _____ Proposed Building Sq. Footage _____

Jurisdiction ☐ Corporate Limits ☐ ETJ

Existing Land Use / Zoning on Adjoining Properties

North _____ South _____

East _____ West _____

CONTACT INFORMATION

Applicant _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Property Owner (if different from applicant) _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

SPECIAL USE PERMIT REQUEST

Special Use Request (Proposed Land Use & Description): _____

_____

_____

_____

_____

_____

Proposed Conditions Offered by Applicant: _____

_____

_____

_____

_____

_____

Article 8 of the UDO requires the compliance of specific findings of fact in order to grant a Special Use Permit. The applicant shall submit the following statements of justification, presenting factual information supporting each and all the required findings as they relate to the proposed Special Use Permit:

(1) Adequate and reasonable mitigation has been provided of potentially adverse effects on adjacent properties through the conforms to the character of the neighborhood, considering the location, type and height of buildings or structures and the type and extent of landscaping and screening on the site.

STATEMENT BY APPLICANT: _____

_____

_____

(2) The proposed special use permit represents an overall conformance with the adopted goals, recommendations and policies of the Land Use Plan, Official Zoning Map and any other applicable planning documents adopted by the Town.

STATEMENT BY APPLICANT: _____

_____

_____

(3) There exists adequate infrastructure (transportation, utilities, etc.) to support the proposed use proposed. STATEMENT BY APPLICANT: _____

_____

_____

(4) The proposed use will not cause undue traffic congestion or create a traffic hazard.

STATEMENT BY APPLICANT: _____

_____

_____

(5) The proposed use shall not be noxious or offensive by reason of vibration, noise, odor, dust, smoke or gas.

STATEMENT BY APPLICANT: _____

_____

_____

(6) The establishment of the proposed use shall not impede the orderly development and improvement of surrounding property.

STATEMENT BY APPLICANT: _____

_____

_____

(7) The establishment, maintenance or operation of the proposed use shall not be detrimental to or endanger the public health, safety or general welfare.

STATEMENT BY APPLICANT: _____

_____

_____

SIGNATURE

The undersigned property owner, or duly authorized agent/representative thereof certifies that this application and the foregoing answers, statements, and other information herewith submitted are in all respects true and correct to the best of their knowledge and belief, with the understanding that any incorrect information submitted may result in the delay or rescheduling of the required public hearing and may result in the revocation of this application. I hereby authorize the Town of Ayden to review this request, visit the site, and contact any appropriate design professional in relation to questions generated as a result of the review.

Applicant Printed Name: _____

Applicant Signature: _____

Date: _____

FOR TOWN OF AYDEN OFFICIAL USE ONLY

Fee Paid $ _____ Date _____

PLANNING BOARD

Date Presented to the Planning Board _____

Date and Decision of the Ayden Planning Board _____

In reference to the special use permit application filed by

_____

for the property located at

_____

the Ayden Planning Board makes the following recommendations

Recommended for Approval _____ Recommended for Denial _____

The decision of the Planning Board was based on the following considerations:

_____

_____

_____

Date _____ Chairperson, Ayden Planning Board _____

BOARD OF COMMISSIONERS

Date of Board of Commissioners Hearing _____

Dates of Publication of Notices of Public Hearing _____

Dates Notices to Owners of Adjacent Properties, per County Tax Listing _____

Certification of Mailing _____

Date Property Posted (> 10 days prior to hearing) _____

Decision of the Board of Commissioners, Town of Ayden

Application Approved _____ Application Denied _____

Comments _____

_____

_____

_____

Date _____ Mayor, Town of Ayden _____