

TOWN OF ROLESVILLE

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Rolesville, North Carolina 27571

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SPECIAL USE PERMIT APPLICATION

FOR PUBLIC HEARING AND APPROVAL BY THE TOWN BOARD OF COMMISSIONERS

Section A. **SUBMITTAL CHECKLIST**

Prior to submittal, contact Planning and Development staff to review this completed application for completeness and to verify the parcel(s) information. Do not leave this completed application on the front desk without review. Incomplete application submittal packages will not be processed. Please schedule an appointment for application review to ensure prompt service upon arrival.

SUBMITTAL PACKAGE MUST INCLUDE ALL OF THE FOLLOWING: (CHECK OFF)

- APPLICATION FEE.** The fee for Special Use Permit application in a non-residential zoning district is \$600. The fee for a Special Use Permit application in a residential zoning district is \$300 plus \$8 per unit. Payments may be made by cash or by check, but not by credit card. Checks made payable: Town of Rolesville.
 - THREE ORIGINALS OF THIS APPLICATION FORM** completed (Section B), signed by the property owner and notarized.
 - THREE COPIES OF PROPOSED PLANS.** Maximum sheet size shall be 30" x 42". Plans must be to engineering scale (1" = 20', 1" = 100', etc.). Proposed plans must be prepared by a licensed professional and need an engineer's, surveyor's, or landscape architect's seal. A list of items required to be shown on the plans, from sections 3.1.2 and 3.1.3 of the Rolesville UDO, are attached in Section E. Information shown on the plan should relate to the findings that must be made by the Board of Commissioners. See Section 3.6.2 and Article 8 of the Rolesville UDO for specific findings the Board is to make for this special use.
 - A DIGITAL COPY OF THE PLAN AND ELEVATIONS.** A digital copy of the plan must be included with the submission of the above mentioned plan proposals. The digital image should be provided in pdf format on a CD. If the plan was not digitally created, provide an 8 ½" x 11" reduction of the plan.
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PROCEDURE FOR HEARING AND APPROVAL OF A SPECIAL USE PERMIT BY BOARD OF COMMISSIONERS:

It is very important that this application is complete, accurate, and the signature of the property owner is notarized! A special use hearing is a quasi-judicial proceeding, and the special use permit may be invalidated if any information is inaccurate or incomplete.

If the initial application is complete, it will be reviewed by staff. If the application contains a site plan, it will be reviewed by the Town's Technical Review Committee (TRC) in the interim. After receiving comments from town staff and TRC, the special use permit will most likely be heard by the Board of Commissioners approximately four (4) weeks later at a public hearing.

Applicant must be present at the hearing to present the case for issuance of the special use permit. Town staff will provide a written draft set of findings for the Board to consider. Staff will contact the applicant with the time and place of the proceeding and will also provide a draft of the special use findings prior to the hearing.

Section B.
SUMMARY INFORMATION – (SHOW ON PLANS)

DEVELOPMENT NAME: _____

LOCATION: _____

Show Wake County Property Identification (PIN) Number(s) on plan. Submit PIN Map. See Submittal Checklist on front page.

ZONING DISTRICT: _____ TOTAL SITE ACREAGE: _____

SPECIAL USE REQUESTED:

OWNER/DEVELOPER:
NAMES(S): _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

STAFF CONTACT FOR COMMENTS OR QUESTIONS:
NAMES(S): _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

OWNER'S SIGNATURE:

I hereby certify that the information contained herein is true and completed. I understand that if any item is found to be otherwise after evidentiary hearing before the Town Board of Commissioners, that the action of the Board may be invalidated.

Date: _____ Signed: _____

STATE OF NC _____
COUNTY OF _____

*I, a Notary Public, do hereby certify that
_____ personally appeared
before me this day and acknowledged the due execution of the
foregoing instrument. This the
_____ day of _____, 20____. My commission expires _____*

Signed: _____

SEAL

Section C.
APPLICANT STATEMENT

Section 3.6.2 of the Unified Development Ordinance (UDO) imposes the following FINDINGS before a special use permit may be issued. Please address each of them in the area below as they relate to this request. The applicant should be prepared to demonstrate that, if the land is used in a manner consistent with the plans, specifications, and other information presented to the Town Board of Commissioners, the proposed use will comply with each of the following findings. (Attach additional sheets if necessary):

1. That the proposed development and/or use will not materially endanger the public health or safety;

2. That the proposed development and/or use will not substantially injure the value of adjoining property;

3. That the proposed development and/or use will be in harmony with the scale, bulk, coverage, density, and character of the neighborhood in which it is located;

4. That the proposed development and/or use will generally conform with the Comprehensive plan and other official plans adopted by the Town;

5. That the proposed development and/or use is appropriately located with respect to transportation facilities, water and sewer supply, fire and police protection, and similar facilities;

6. That the proposed development and/or use will not cause undue traffic congestion or create a traffic hazard;

- (G) That the proposed development and use comply with all applicable requirements of this ordinance.

Section E.

Items to be included on submitted plans, found in sections 3.1.2 and 3.1.3 in the Rolesville UDO. Items missing will result in an incomplete application. All applications shall be in the form prescribed by the Zoning Administrator and shall include a plot or site plan drawn to scale which shall clearly show:

- The actual shape and dimensions of the lot to be built upon or used and total acreage in the lot.
- The location of the proposed structure or use on the lot.
- The exact location and size of existing structures and uses, including the square footage of each building.
- The existing and intended use of each structure or part of structure.
- The number of dwelling units the building is designed to accommodate, if applicable.
- The height and number of stories of the structure.
- The location and design of any off-street parking and/or loading.
- The location and dimensions of driveways. Driveway approval procedures as required by the North Carolina Department of Transportation shall be initiated.
- Date of plan preparation.
- Location and descriptions of landscaping, buffering, and signs.
- Such other information as may be necessary for determining whether the provisions of this ordinance are being met.

In addition to the above information required, any use which involves the grouping of more than one (1) principal building or use on the same lot shall include the following information:

- A vicinity map showing the relationship of the proposed development to the surrounding area.
- North arrow and declination.
- Detailed layouts for all utilities, right-of-way, and roads and other improvements
- Railroads, bridges, culverts, storm drains, wooded areas, marshes, swamps, rock outcrops, ponds or lakes, streams or stream beds, and any other similar features affecting the site.
- A copy of any proposed deed restrictions or similar covenants.
- For projects over an acre in size, or if otherwise required by the Zoning Administrator, a topographic map showing vertical contours every two (2) feet.
- The names, addresses, and telephone numbers of owners, mortgagees, registered surveyors, land planners, architects, landscape architects, and professional engineers responsible for the development.