

Special Use Permit Application



RALEIGH
DEPARTMENT OF
CITY PLANNING



Department of City Planning | 1 Exchange Plaza, Suite 300 | Raleigh, NC 27601 | 919-996-2626

Nature of request (Submit addendum on separate sheet, if more space is needed.) Provide all previous transaction numbers for Coordinated Team Reviews, Due Diligence Sessions or Pre-Submittal Conferences. If this property was the subject of a previous special use permit request, provide the case number.	OFFICE USE ONLY
	Transaction Number

GENERAL INFORMATION		
Property Address		Date
Property PIN	Current Zoning	
Nearest Intersection	Property size (in acres)	
Property Owner	Phone	Fax
Owner's Mailing Address		
Email		
Project Contact Person	Phone	Fax
Contact's Mailing Address		
Email		
Property Owner Signature		
Notary Sworn and subscribed before me this _____ day of _____, 20____	Notary Signature and Seal	

It is improper to contact any member of the Board of Adjustment prior to the disposition of a case to discuss the request. A Special Use Permit Application will not be considered complete until all required submittal components listed on the Special Use Permit Checklist have been received and approved.

CHECKLIST		
TO BE COMPLETED BY APPLICANT	YES	N/A
PRE-SUBMITTAL REQUIREMENTS		
1. Pre-application meeting with staff	<input type="checkbox"/>	<input type="checkbox"/>
2. Completed Special Use Permit Intake Requirements sheet	<input type="checkbox"/>	<input type="checkbox"/>
3. Special Use Permit applications shall be submitted to the Zoning Division, 4 th floor of One Exchange Plaza	<input type="checkbox"/>	<input type="checkbox"/>
SPECIAL USE PERMIT REQUIREMENTS		
1. The property owner must be the applicant. If the special use permit is for a renter or lessee, please include this information.	<input type="checkbox"/>	<input type="checkbox"/>
2. A signed, notarized application and submittal fee are required.	<input type="checkbox"/>	<input type="checkbox"/>
3. The applicant must submit stamped envelopes addressed to the property owners within 100 feet of the subject property. City staff will mail the public hearing notices.	<input type="checkbox"/>	<input type="checkbox"/>
4. The Board of Adjustment conducts a quasi-judicial hearing. You may not contact the Board members once the application has been filed.	<input type="checkbox"/>	<input type="checkbox"/>
5. If the special use permit request is for a portion of a building, please provide the square footage of both the building and area to be devoted to the special use.	<input type="checkbox"/>	<input type="checkbox"/>
6. The Board of Adjustment may attach conditions of approval to a special use permit to protect surrounding properties.	<input type="checkbox"/>	<input type="checkbox"/>
7. City Staff will place a public hearing sign on the subject property. The sign must be prominently displayed on the property for at least ten days before the hearing. The property owner is responsible for maintaining the sign during this ten day period. The owner must return the sign to city staff within three days of the hearing. The owner will be charged \$45 for any sign not returned.	<input type="checkbox"/>	<input type="checkbox"/>
SPECIAL USE PERMIT CONSIDERATIONS		
The Board of Adjustment will review all special use permit requests against all of the following showings:	<input type="checkbox"/>	<input type="checkbox"/>
1. The proposed use complies with all applicable provisions of this UDO unless otherwise expressly modified in accordance with this UDO.	<input type="checkbox"/>	<input type="checkbox"/>
2. The proposed use is allowed as a special use in the respective zoning district (<i>see Chapter 6. Use Regulations</i>).	<input type="checkbox"/>	<input type="checkbox"/>
3. The proposed use complies with any specific use standard listed in <i>Chapter 6. Use Regulations</i> without the granting of any variance to the specific use standard.	<input type="checkbox"/>	<input type="checkbox"/>
4. The proposed use is compatible with adjacent uses in terms of location, scale, site design, hours of operation and operating characteristics.	<input type="checkbox"/>	<input type="checkbox"/>
5. Any adverse impacts resulting from the proposed use in the affected area will be effectively mitigated or offset or the special use is denied.	<input type="checkbox"/>	<input type="checkbox"/>
6. Access with respect to pedestrian, bicycle and automotive safety, traffic flow and emergency service is adequate.	<input type="checkbox"/>	<input type="checkbox"/>
7. Signage is suitable and appropriate.	<input type="checkbox"/>	<input type="checkbox"/>
8. Any appropriate dedications of streets and utilities to the public will be made prior to the issuance of a building permit.	<input type="checkbox"/>	<input type="checkbox"/>
USE STANDARDS		
Each special use must comply with the use standards identified in the Code. These use standards vary by use. The applicant must provide a written response to the applicable use standards.	<input type="checkbox"/>	<input type="checkbox"/>

INTAKE REQUIREMENTS					
TO BE COMPLETED BY APPLICANT			COMPLETED BY CITY STAFF		
	YES	N/A	YES	NO	N/A
1. I have referenced the Variance Checklist and by using this as a guide, it will ensure that the application is processed in a timely manner	<input type="checkbox"/>				
2. Special Use Permit application review fee (see Development Fee Schedule for rate)	<input type="checkbox"/>				
3. Completed, notarized application signed by the property owner	<input type="checkbox"/>				
4. One set of stamped envelopes addressed to all property owners within 100 feet of the subject property	<input type="checkbox"/>				
5. List of all adjacent property owners	<input type="checkbox"/>				
6. Plot Plan drawn to scale, containing a north arrow, area of lot, location of all existing improvements and use areas, location of proposed improvements, location of any constraints such as flood plain area, tree conservation area, buffer yards, easements, and sight distance triangles	<input type="checkbox"/>	<input type="checkbox"/>			
7. If the special use permit request involves a new or enlarged structure, architectural elevations must be submitted	<input type="checkbox"/>	<input type="checkbox"/>			
8. If the property has been cited by a Code Enforcement Officer, include a copy of the citation	<input type="checkbox"/>	<input type="checkbox"/>			
9. Is special use permit needed to legalize an existing improvement or use?	<input type="checkbox"/>	<input type="checkbox"/>			