



# APPLICATION FOR SPECIAL USE

<i>Official Use Only</i>	
P&Z #:	_____
Date Rec'd:	_____
Rec'd By:	_____
Amount Paid: \$	_____

Town of Shallotte • PO Box 2287, Shallotte, NC 28459 • 116 Cheers Street, Shallotte, NC 28470 • Phone: (910) 754-4032 • Fax: (910) 754-2740

All applications for special use must be complete and accompanied by the permit fee of \$150.00 plus a public notice fee of \$90.00 and a recording fee of \$30.00, payable in cash or by check made to the Town of Shallotte. Applicants will also be responsible for any additional cost of public notices, which will be billed at a later time. All fees must be paid in full before a Zoning Permit will be issued and before an application will be submitted for review by the Board of Aldermen. Applicants or their agents are responsible for attending the Board of Aldermen meeting where this application will be considered.

Article 10 of the Town of Shallotte Unified Development Ordinance regulates which uses are conditional within the zoning districts in the Town's zoning jurisdiction. Special uses must be approved by the Board of Aldermen. All special uses must satisfy all standards in Section 6-8(B). Most special uses are also required to submit site and landscaping plans. Any plans required to be submitted shall be considered part of this application and special use permits issued are subject to the approved plans.

Project Name:		
<b>SECTION 1: APPLICANT INFORMATION</b>		
Applicant Name:		
Mailing Address:		
Phone:	Fax:	Email:
<b>SECTION 2: PROPERTY OWNER INFORMATION (if different from above)</b>		
Owner Name(s):		
Mailing Address:		
Phone:	Fax:	Email:
<b>SECTION 3: PROPERTY INFORMATION</b>		
Street Address and/or Description of Location:		
Parcel ID #(s):	Total Site Acres or Square Feet:	
Current Zoning District(s):		
<b>SECTION 4: USE INFORMATION</b>		
Detailed Description of Proposed Use (attach additional sheets as necessary):		
Use Classification (from Table of Uses):		

**SECTION 5: SPECIAL USE STANDARDS**

In order to approve a special use, the Town Board of Aldermen must hold a hearing and find, based on the evidence presented, that the application adequately satisfies the special use standards identified in Section 6-8(B) of the Unified Development Ordinance and listed below. Please attach any documentation supporting how the proposed project satisfies the following standards, including a statement describing separately for each standard in significant detail the facts and arguments you intend to present to the Board during the hearing:

- (1) That the use will not materially endanger the public health and safety.
- (2) That the use will not substantially injure the value of adjoining or abutting property (or alternatively, that it be a public necessity).
- (3) That the use will be in harmony with the area in which it is to be located.
- (4) That the use will be in general conformity with the Land Use Plan, Thoroughfare Plan, or other plans officially adopted by the Board of Aldermen.
- (5) That the use will have adequate facilities to provide ingress and egress designed to minimize traffic congestion on public streets and also have adequate utilities, access roads, drainage, sanitation, or other necessary infrastructure.
- (6) That the use meets all required conditions and specifications established by the Board of Aldermen.

**SECTION 6: SUPPLEMENTAL INFORMATION REQUIRED**

Each application for special use must include:

- An application fee of \$150.00 plus public notice fee of \$90.00 and recording fee of \$30.00 in cash or check made payable to the Town of Shallotte.
- A Site/Landscaping Plan Application with required plans containing all required information from the Unified Development Ordinance.\*
- One (1) 8.5' x 11' front building elevation indicating façade materials and colors.\*
- A notarized letter of authorization if acting as the agent for the property owner(s).

NOTE: If conditional use is approved, two (2) sets of building plans shall be submitted before a Zoning Permit will be issued. Items marked with an asterisk (\*) may be waived by the Zoning Administrator where a master plan or other development plan is also required, no site modifications are proposed, or other special situations exist.

**SECTION 7: APPLICANT/OWNER SIGNATURE**

In filing this Application for Special Use, I hereby certify that I am authorized to submit this application and that all of the information presented in this application is accurate to the best of my knowledge, information, and belief.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Official Use Only*

TRC Meeting Date: \_\_\_\_\_ Recommendation: \_\_\_\_\_ Staff: \_\_\_\_\_

Board of Aldermen Hearing Date: \_\_\_\_\_ Action: \_\_\_\_\_ Staff: \_\_\_\_\_