



SPECIAL USE PERMIT APPLICATION FORM

Town of Laurel Park • 441 White Pine Drive • Laurel Park, NC 28739 • P. 828-693-4840 • F. 828-696-4948

APPLICATION PAGE 1 OF 4

APPLICATION LAST UPDATED: 11.14.2021

1. THINGS TO KNOW ABOUT THE SPECIAL USE PERMIT APPLICATION

1. The special use permit review procedure is described in Section 6.3.17 of the Laurel Park Unified Development Ordinance.
2. A pre-application conference is mandatory prior to submission of an application for a special use permit.
3. A neighborhood information meeting is required prior to submission of an application for a special use permit.
4. Applications for special use permits shall include a concept plan depicting the proposed use and site configuration.
5. Expansion or enlargement of a use in the SBO require approval of a special use permit.

2. GENERAL APPLICANT INFORMATION

A. Parcel Information

1. Parcel Address:
2. Parcel Identification Number:
3. Lot Area/Acreage:
4. Base Zoning District:
5. Overlay Zoning District (if applicable):

B. Primary Point of Contact Information

1. Primary Point of Contact Name:
2. Mailing Address:
3. Phone:
4. Email:

3. DESCRIPTION OF REQUEST

(Please complete the following)

A. Written Description of Special Use

1. Provide a written description of the proposed special use, including summary of existing uses and the proposed use/activity in detail. Also include hours and days of operation, number of employees, number of clients, etc.:
Click here to enter text.

Attach additional sheets if necessary.

2. Please provide a description of the zoning district designations and existing uses on adjacent properties, including across the street:
Click here to enter text.

Attach additional sheets if necessary.



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B. Special Use Permit Justification (*please answer all questions in this section*)

1. Indicate how the special use complies with all applicable use-specific standards in the UDO:

Attach additional sheets if necessary.

2. Describe how the special use is in harmony with the character of surrounding lands and the uses permitted in the zoning district(s) of surrounding lands:

Attach additional sheets if necessary.

3. Describe how the special use will not be substantially injurious to the value of properties in the general vicinity:

Attach additional sheets if necessary.

4. Indicate how the special use avoids significant adverse impact on surrounding lands regarding service delivery, parking and loading, odors, noise, glare, and vibration:

Attach additional sheets if necessary.

5. Clarify how the special use will not adversely affect the health or safety of the public:

Attach additional sheets if necessary.

6. Demonstrate how the special use is configured to minimize adverse effects, including visual impacts of the proposed use on adjacent lands:

Attach additional sheets if necessary.

7. Explain how the special use avoids significant deterioration of water and air resources, wildlife habitat, scenic resources, and other natural resources:

Attach additional sheets if necessary.

8. Indicate how the special use maintains safe ingress and egress onto the site and safe road conditions around the site:

Attach additional sheets if necessary.

9. Describe how the special use allows for the protection of property values and the ability of neighboring lands to develop the uses permitted in the zoning district:

Attach additional sheets if necessary.

10. Describe how the special use complies with all other relevant Town, State, and federal laws and regulations:

Attach additional sheets if necessary.

11. Please provide any additional information you feel is relevant or necessary for the Town's consideration:

Attach additional sheets if necessary.



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4. SUBMITTAL CHECKLIST

(Please ensure your application includes 3 paper copies and 1 digital (pdf) copy of all of the following)

1. Pre-application conference completed	<input type="checkbox"/>
2. Special use permit application form	<input type="checkbox"/>
3. Application fee	<input type="checkbox"/>
4. Information from neighborhood information meeting	<input type="checkbox"/>
5. Completed concept plan (information required includes parking, ingress, egress, fencing, play areas, setbacks, square footage of building, landscaping, etc.)	<input type="checkbox"/>
6. Copy of recorded deed	<input type="checkbox"/>
7. Proposed or existing development name (if different from project name)	<input type="checkbox"/>
8. Traffic impact analysis (if required)	<input type="checkbox"/>
9. Any additional information determined to be necessary by the Town	<input type="checkbox"/>

5. APPLICANT SIGNATURE

I certify that the information provided on this application form and in the associated concept plan is complete and accurate to the best of my knowledge. I hereby authorize Town officials to enter the subject property for the purposes of determining compliance.

If there are multiple land owners or applicants, a signature is required for each.

Land Owner or Authorized Signature: _____
Date: _____

Land Owner or Authorized Signature: _____
Date: _____

Land Owner or Authorized Signature: _____
Date: _____

OFFICE USE ONLY

Project #:

Associated Project #:

Received By:

Filing Date:



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Accepted as Complete By:

Complete Date:

Decision:

Decision By:

Decision Date:

Pre-application Conference Date (if conducted):

Notes/Comments: