



# Application for Conditional Use Permit

## TOWN OF CAROLINA BEACH, N.C.

Permit Number: \_\_\_\_\_

Each application must be printed or typewritten and have all information answered. Please be sure to use the attached checklist. **It is strongly recommended that the applicant set up a meeting with Planning Staff prior to the submission deadline to ensure the application is complete.**

The Planning Department, Planning and Zoning Commission and/or Town Council reserves the right to require additional information if needed to assure that the use in its proposed location will be harmonious with the area in which it is proposed to be located and in accordance with the Code of Ordinances of the Town of Carolina Beach.

Major and minor projects; application fees. The owner or owners, or their duly authorized agent, of the property included in the application for a conditional use permit shall submit a complete application and supplemental information to the Zoning Administrator. A fee in accordance with the Town's adopted schedule of fees, payable to the Town of Carolina Beach, must accompany each application. For the purposes of determining the fee, the Zoning Administrator shall categorize each such Conditional Use Permit Application as either "major" or "minor", depending upon the complexity of review. Generally, Planned Residential (over 3 units), Mixed Uses, Business Developments, and similarly complex projects shall be categorized as "major", while projects such as bed and breakfast inns, small day care services, etc. shall be categorized as "minor".

**Major Conditional Use Permit = \$ 800.00**

**Minor Conditional Use Permit = \$ 350.00**

**\*\*Fees are nonrefundable after item has been sent for advertisement\*\***

This petition will be scheduled for the next possible regular Planning and Zoning Commission meeting. The applicant or a representative should be present at the meeting to answer any questions the Commission may have. Planning and Zoning Commission meetings are held on the second (2<sup>nd</sup>) Thursday of each month at 7:00 P.M. in the Council Room at the Municipal Administration Building, 1121 N. Lake Park Boulevard, Carolina Beach, NC 28428. Applicants will be informed of any changes in date, time, or location of meetings. Applications and supplementary time for processing and advertisement are required by the General Statutes of North Carolina.

Project Name/Title: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Street Address City State Zip

Applicant Phone Number: mobile/work/home (circle one): \_\_\_\_\_ mobile/work/home (circle one): \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_

Street Address City State Zip

Address of Requested Site: \_\_\_\_\_

Current Land Use: \_\_\_\_\_ Requested Land Use: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_

Acreage &/or square footage: \_\_\_\_\_ Existing Zone: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant Printed Name: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Owner Printed Name: \_\_\_\_\_

**Check the box beside each item verifying that the item has been submitted with this application**

**Written Application:**

- I have filled in each blank on page 1 with the proper information.
- I have included the developer's company name, contact person, address, and phone number in full, if different than the applicant.
- I have included the company name, contact person, address, and phone number in full of the professional(s) responsible for preparing the plan, if different than the applicant.
- I have included a signed statement that I, the applicant, am officially acting on the owner's behalf, if the applicant is different than the property owner of record.
- I have included a narrative, which includes the following information:

Yes No N/A

- The boundary of the property by metes and bounds description
- The gross acreage of all parcels in the project
- Total number of structures
- Total number of units
- Total number of bedrooms
- Total number of offices
- Square footage
- Total and useable floor area
- Total number of parking spaces
- Total number of carports or garages
- Number of employees by shift
- Amount of recreation and open space
- Type of recreation facilities being provided
- Project completion schedule/development phases
- Written statements relative to project's impacts on existing infrastructure (including capacity of streets, schools, and utilities) and on the natural environment of the site and adjoining lands
- Proposed grading schedule, including time of the year when grading will be in progress
- Other related or pertinent information

**Site Plan/Drawings:**

Each site plan submittal package shall depict the following information as may be applicable to the project under review:

- I have included a vicinity map drawn at a scale of 1"=2000' with north point indicated.
- I have included site plan drawings on four sheets\* (suggested) that include:

Yes No N/A

- A site layout
- A water/sewer and utilities plan
- A conceptual landscaping and buffering plan
- A grading, erosion control and drainage plan

\*Depending on the complexity of the development, any or all of the four sheets may be combined.

My drawings have been prepared at a scale of 1"=50' or larger, showing the site and all land within 150' of the site.

In my drawings I have included the following:

Yes No N/A

- A suitable title block containing the necessary information to clearly link all plan drawings with the written application
- The date
- North arrow
- Scale of drawing in feet per inch
- Bar graph
- Number of sheets
- The names of adjoining recorded subdivisions, and owner(s) and use of adjoining property
- Widths and names of all adjoining streets and rights-of-way
- All dimensions, both linear and angular, for locating boundaries of the site, lots, streets, alleys, easements, required setback lines, and monument locations
- Corporate limits, township boundaries, county lines if on the site
- Location and dimensions of all existing structures and improvements adjacent to and on the site, including but not limited to:
  - Buildings and structures
  - Sidewalks, streets, alleys, and easements
  - Driveways, entrances, exits, parking areas, and loading spaces
  - Sanitary sewer systems
  - Water mains and fire hydrants
  - Gas, electric, telecable, and telephone systems
  - Recreation areas
  - Storm drainage systems including natural and man made.
- Location and delineation of all existing natural features and environmentally sensitive areas adjacent to and on the site, including but not limited to:
  - Wooded areas, marshes, swamps, rock outcrops, ponds or lakes, streams or stream beds and any other natural features affecting the site
  - Jurisdictional wetlands, i.e. "Section 404 Wetlands"
  - CAMA Areas of Environmental Concern (AEC's), such as Estuarine Shoreline AEC's, Ocean Hazard Area AEC's, etc.

- The exact location of the flood plain, floodway and floodway fringe areas as determined by FEMA

Yes No N/A

- Location of all proposed structures and improvements, typical details, including but not limited to:
  - All proposed streets and alleys and the boundaries of all other areas intended to be dedicated to public use
  - Principle and accessory buildings and structures to include:
    - Distance between buildings and structures to scale
    - Number of stories
    - Number of dwelling units
    - Height of all buildings and structures
    - Finished floor elevation(s)
    - Entrances and exits of the proposed buildings
  - Driveways, entrances, exits, acceleration and deceleration lanes, parking areas, and loading spaces, including number of spaces and types of materials with appropriate details
  - Sanitary sewer systems with appropriate details
  - Water mains and fire hydrants with appropriate details
  - Gas, electric, telecable, telephone systems, and all other utilities
  - Landscaping and buffering plan prepared in accordance with the requirements of Article 8 of this chapter
  - All sidewalks, walkways, bicycle paths and areas for public use
  - Recreation areas and open space areas with type(s) of improvements including the location, dimensions and details of common areas and facilities such as community buildings or swimming pools if applicable
  - Location, size, and specifications of all signs and advertising features with cross-sections
  - Exterior lighting locations with area of illumination illustrated as well as the type of fixtures and shielding to be used
  - Plans for collecting and disposing of storm water entering and collected on the site. The design of these systems must meet the specifications of Article V, Section 12-211 to 233 of the Town Code of Ordinances
  - Location and refuse disposal facilities and type
- Existing topography and proposed finished topography in relation to mean sea level with a maximum of two (2) foot contour intervals
- Soil types and geology of the site (if determined necessary by Town Staff)

I have provided by CD of a reduced version (8 ½” x 11”) of each required drawing

I have folded all plans to 8 ½” x 11” size and am prepared to pay the application fee today

**I have checked off each of the above boxes and attest that the required information noted on this application checklist is submitted for my project. I understand that if my application is incomplete, that my project may be delayed by one month unless I am able to retrieve the missing portion(s) by the submission deadline.**

Applicant Signature

Printed Name

Date

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