



SPECIAL USE APPLICATION

Planning & Development Department
211 S Hamilton Street, Room 316
High Point, NC 27260
Phone: 336-883-3328

<https://www.buildhighpoint.com/>

SPECIAL USE PERMIT APPLICATION SUBMITTAL CHECKLIST

- ☐ Please complete this application and provide the required information. In order for this application to be accepted, all applicable sections must be fully completed and all required information provided at the time of submittal. A complete application must be received by 5:00 p.m., on the date of the application deadline, to be placed on the next agenda.
- ☐ Applicant has submitted a **Pre-Application Conference Request Form** to the Zoning Coordinator.
- ☐ Applicant has had an official **Pre-Application Conference Meeting** with the Zoning Coordinator in the past three (3) months?
- ☐ Are you requesting a new Special Use Permit, Amendment to an existing Special Use Permit or an Administrative Amendment to an existing SUP? If you answered **YES** make sure the following are included with your application.

A Special Use Permit District Work Sheet has been FULLY completed.

(Applicant should have been working with the Zoning Coordinator on worksheet prior to submittal of application) For Administrative Amendment include backup

Conceptual site plan has been provided with application.

(NOTE: the site plan will be a key-supporting document. Applicants need to insure that said site plan accurately represent their development proposal since changes may require additional public hearing review. Include three paper copy and one electronic version in

Applicant is strongly encouraged to hold a Citizen's Information Meeting with surrounding property owners.

- ☐ Tax parcel number(s) and a map of the requested rezoning site has been provided. **(NOTE: A written metes & bounds legal description with accompanying survey map is required for a request that would rezone only a portion of a tax parcel or requests for multiple zoning districts.)**
- ☐ Copies of the recorded deed(s) for the subject property have been provided.
- ☐ **Application Fee:** See City of High Point Development Fee Schedule using the web-link below <http://www.buildhighpoint.com/35/Fees> (application fees listed on page 5 of the Fee Schedule)
- ☐ Application has been signed (*Signatures of **all Property Owners** and **Applicant***). Conditional Zoning Worksheet has been signed (*if requesting CZ District or Amendment to a CZ District*)

(NOTE: All current property owners of record, or their duly authorized agents, must sign application. Authorized agents must include executed power-of-attorney or other proof of authority.)
- ☐ When required by the City's policies, a Traffic Impact Analysis shall be required to be submitted with the application.
- ☐ For additional information, please visit buildhighpoint.com. High Point's one source development guide that helps you navigate the process for developing and building within the City of High Point.



PLANNING AND DEVELOPMENT DEPARTMENT
SPECIAL USE PERMIT APPLICATION

Department Use Only: DATE RECEIVED _____; BY _____; CASE # _____.

A. REQUEST TYPE Please check one box

☐ Special Use Permit

☐ Amend an existing Special Use Permit
(SU Case # _____)

If a new Special Use Permit or an Amendment to an existing Special Use Permit is requested, the applicant or developer must complete the attached Special Use Permit Worksheet. A formal Special Use will be prepared by the Planning & Development staff with the concurrence of the applicant and property owner.

Property is within the High Point City Limits? ☐ Yes ☐ No

If you answered no, a voluntary annexation petition, map and separate fee must be submitted.

B. APPLICANT / OWNER / REPRESENTATIVE INFORMATION

1. **Applicant:** _____

Address: _____
Street Address, City, State, Zip Code

Telephone number (w) _____ (e-mail) _____

2. **Property Owner** (if different from applicant): _____

Address: _____
Street Address, City, State, Zip Code

Telephone number (w) _____ (e-mail) _____

If there are additional property owners, please attach their name, address, telephone number and email address.

3. **Representative:** If an attorney, engineer or realtor will represent the applicant and/or property owner, please list:

Name and Address: _____
Street Address, City, State, Zip Code

Telephone number (w) _____ (e-mail) _____

C. ZONING REQUEST / SITE INFORMATION

1. Present Zoning District(s) of the site: _____

2. Describe the exiting use of the property:

3. Describe the requested Special Use / Activities:

D. PROPERTY IDENTIFICATION AND SITE INFORMATION

1. **List County Tax Parcel Number(s) of zoning site:** *(Attach additional sheet if needed)*

A copy of the most recent recorded deed(s) and tax map identifying the above noted tax lots must accompany this application, or the application will be considered incomplete and will be returned.

2. **This Special Use request includes the total parcel boundary/area.** ☐ Yes ☐ No

If you answered no, a written legal description along with a survey map identifying the portion of the parcel(s) the Special Use Permit applies to must be attached.

3. **Geographic location and address of site:** _____

4. **Total acreage of zoning site** (square footage if less than one acre): _____

D. SUPPLEMENTAL SITE INFORMATION

1. The Special Use must meet applicable requirements of Section 2.4.12 of the Development Ordinance. City Council must make findings as noted in this section of the Development Ordinance in order for the request to be approved.
2. All of the items required by this application must be turned in to the City of High Point Planning & Development Department, FULLY COMPLETED, by 5:00 p.m. of the prescribed deadline. Incomplete applications will not be accepted and will be returned. Completed applications submitted after the deadline will be held until the next deadline for processing.
3. The City of High Point does not produce a verbatim transcript of the Planning and Zoning Commission and City Council hearing proceedings. If a verbatim transcript is required, the applicant or party requesting said transcript shall be responsible for arranging, producing and payment of all expenses for the production of said transcript. The City of High Point shall in no manner be responsible for providing a verbatim transcript of public hearings. Signing this application indicates the applicant's understanding and acceptance of this policy.
4. Standards Review Procedure
See Section 2.3 of the Development Ordinance

D. SIGNATURES

When the applicant is someone other than the current property owner(s), the signatures of both the current property owner(s) and the applicant must be provided unless a power of attorney authorization is in effect. If a power of attorney is in effect, a properly executed copy is required to be submitted with this application.

(See attached Board Action Signature Sheet)

SPECIAL USE PERMIT INFORMATION SHEET

THE ATTACHED WORKSHEET MUST BE COMPLETED AND INCLUDED WITH ANY SPECIAL USE PERMIT.

1. **Uses:** The applicant must specify the use(s) that will be permitted on the property and may propose other conditions to ensure compatibility between the development and the surrounding area. Only those uses that are allowed in the zoning district to which the Special Use Permit corresponds may be permitted.
2. **Basis for Conditions:** Proposed conditions should be based upon the following:
 - a) Information and feedback received at the required pre-application conference;
 - b) Other City of High Point Department contacts;
 - c) Adjacent and/or similar special use permit requests;
 - d) Desire to mitigate or otherwise address concerns of adjacent property owners, or offset potential impact on adjacent property value or other negative impacts on adjacent properties; and
 - e) Ensure proposed development is in accordance with and otherwise conforms to city plans.
3. **Types of Conditions:** In a Special Use Permit, conditions should not restate existing development ordinance requirements. Conditions may include but are not limited to the following:
 - a) Location of use(s); number of dwelling units and timing of development;
 - b) Location and extent of supporting facilities (parking, driveways, access streets, rights-of-way, etc);
 - c) Location and extent of buffer areas and other special purpose areas;
 - d) Other issues the applicant may propose as conditions upon the request.
4. **Required Findings:** In order to grant a Special Use Permit, the City Council must make the findings listed below. The Special Use Permit shall not be approved by the City Council unless each of the following findings has been made:
 - a) Will not materially endanger the public health or safety if located where proposed;
 - b) Complies with all required standards, conditions, and specifications of this Ordinance, including Chapter 4: Uses;
 - c) Will not substantially injure the value of the abutting land, or the special use is a public necessity;
 - d) Will be in harmony with the area in which it is to be located; and
 - e) Is in general conformity with the City's adopted policy guidance.
4. **Greater Restrictions:** In approving a Special Use Permit, the City Council may impose more restrictive requirements, as it deems necessary, in order that the purposes and intent of the Development Ordinance are served.

No Removal of Other Requirements: No condition(s) shall have the effect of removing or being less restrictive than the requirement of the Development Ordinance. *(Example: a condition to require a greater setback than what is required by the Development Ordinance is permissible; however, a condition to establish a lesser setback than required by the Development Ordinance is not permissible)*

CITY OF HIGH POINT NORTH CAROLINA**SPECIAL USE
WORKSHEET*****TO THE CITY COUNCIL OF THE CITY OF HIGH POINT:***

THE CITY OF HIGH POINT CITY COUNCIL, PURSUANT TO SECTION 2.4.12 , SPECIAL USE, OF THE CITY OF HIGH POINT DEVELOPMENT ORDINANCE, APPROVED A SPECIAL USE PERMIT AND SITE PLAN FOR THE FOLLOWING USE, SUBJECT TO THE FOLLOWING CONDITION(S):

I. USES (proposed use):

(List the specific use(s) that you are proposing to have under this permit. Only those uses listed shall be allowed under this SUP application.

(Add additional sheets if needed)

II. CONDITIONS:

(List the specific conditions and/or requirements that you are willing to offer in order to address any potential negative impact to abutting property owners? Some examples are:

- *Greater setbacks, lot size, or lower density.*
- *Right-of-way dedication or restricting the number and location of access points.*
- *Limiting/shielding exterior lighting.*
- *Site design issues.*
- *Exterior Building materials, architectural character & style, building mass/scale/height.*
- *Building orientation.*
- *Additional environmental & watershed protection/ preservation measures.*
- *Addressing neighborhood compatibility issues (outdoor storage, hours of operation, etc.*
- *Additional sign restrictions.*
- *Imposing stricter corridor design guidelines on non-corridor roadways.*
- *Landscaping above the ordinance requirements, wider buffer areas and screening fences.*

(Add additional sheets if needed)

- [illegible]

- d. Will be in harmony with the area in which it is to be located; and
(Add additional sheets if needed)

- e. Is in general conformity with the City's adopted policy guidance.
(Add additional sheets if needed)



PLANNING AND DEVELOPMENT DEPARTMENT

CITY OF HIGH POINT

BOARD ACTION APPLICATION SIGNATURE FORM

DOWNLOAD, PRINT, SIGN, NOTARIZE (if required), SCAN and UPLOAD FORM TO THE APPROPRIATE RECORD

When the applicant is someone other than the current property owner(s), the signatures of both the current property owner(s) and the applicant must be provided unless a power of attorney authorization is in effect. If a power of attorney is in effect, a properly executed copy is required to be submitted with this application.

I/We, the undersigned, do hereby certify that all information given above is true, complete and accurate to the best of my/our knowledge, and do hereby request action sought by this application. I/We, the undersigned, do hereby understand and acknowledge that if this application is approved, the property described in this request will be perpetually bound by the use(s) authorized and the conditions imposed, unless subsequently changed or amended as provided for in Chapter 2 of the Development Ordinance.

It is further understood and acknowledged that plans for any development to be made pursuant to this zoning map amendment shall be submitted to the City of High Point for review in the same manner as other such plans now required to be approved by the City of High Point.

The signature(s) provided below are for the following application: *(Check one and enter the case (record) number)*

- ☐Annexation _____
- ☐Appeal _____
- ☐COA _____
- ☐Plan Amendment _____
- ☐Special Use _____
- ☐Text Amendment _____
- ☐Variance _____
- ☐Zoning Map Amendment _____

Applicant Signature – *Sign when the applicant is different from the property owner(s). Required for Text Amendment applications.*

Name (please print legibly)

Company or firm name and/or address

Signature

Property Owner(s) Signature – *Required for Annexation, COA, Special Use, Variance and Zoning Map Amendment. If the property owner is a company, corporation, LLC, etc. or if the person signing is attorney-in-fact for the property owner, the signature(s) must be notarized below.*

_____ Name (please print legibly)	_____ Name (please print legibly)	_____ Name (please print legibly)
_____ Title (i.e. company or corporate officer)	_____ Title (i.e. company or corporate officer)	_____ Title (i.e. company or corporate officer)
_____ Address	_____ Address	_____ Address
_____ Signature	_____ Signature	_____ Signature

Notary Public Certification

State of:_____

County of:_____

I, _____, a Notary Public for said County and State, do hereby certify that _____ personally came before me this day and acknowledged that he/she is the; *(complete 1) or 2) below)*

1) _____ of _____, and that said entity is the owner of the real property described in the application referenced above, and that by authority duly given _____ has signed the application in its name and acknowledged on behalf of _____ the due execution of the application;

-OR-

2) Attorney-in-fact for _____ who is/are the property owner(s) of the real property described in the application referenced above, and has signed the application referenced above for and in behalf of said owner(s), and that his/her authority to execute and acknowledge said application is contained in an instrument granting him/her power of attorney, being recorded in the _____ on the _____ day of _____, _____, and that the said _____ has acknowledged the execution of the referenced application for the purposes expressed therein.

Witness my hand and official seal, this _____ day of _____, 20____

(Official Seal)

Notary Public

My commission expires _____, 20____