

Town of Sunset Beach Planning and Zoning

Planning and Zoning
700 Sunset Boulevard North
Sunset Beach, NC 28468



Phone: 910-579-6297
www.sunsetbeachnc.org

Special Use Permit Submission

Applications will be considered for the Town of Sunset Beach's Board of Adjustment hearing and reviewed by Staff only when deemed complete. The application will be regarded as incomplete until the following items are received by the Planning and Community Development Staff.

1. _____ **Pre-submittal Meeting**
Date of Meeting _____
2. _____ **Signed Application**
3. _____ **Payment**
\$300
4. _____ **Site Plan**
All Site Plans submitted must be in accordance with Section 4.05 of the Unified Development Ordinance.
5. _____ **Digital Submission**
For all documents submitted in paper copy, bring a digital copy with paper submission.
6. _____ **Adjacent Property List**
The applicant shall provide to the Administrator a list of names and addresses of the owners of all properties located within 150 feet of the perimeter of the project bounds along of the property under consideration.
7. _____ **Adjacent Property Envelopes**
The applicant shall provide one (1) set of #10 envelopes with typed addresses to each person on the owners of all properties located within 150 feet of the perimeter of the project bounds and accompanied with the required amount for first class postage.
8. _____ **Project Narrative**
A description of the proposed Special Use Permit. This not a requirement by the UDO but helpful to understand what is being proposed.

I certify that all information presented in this application is accurate to the best of my knowledge.

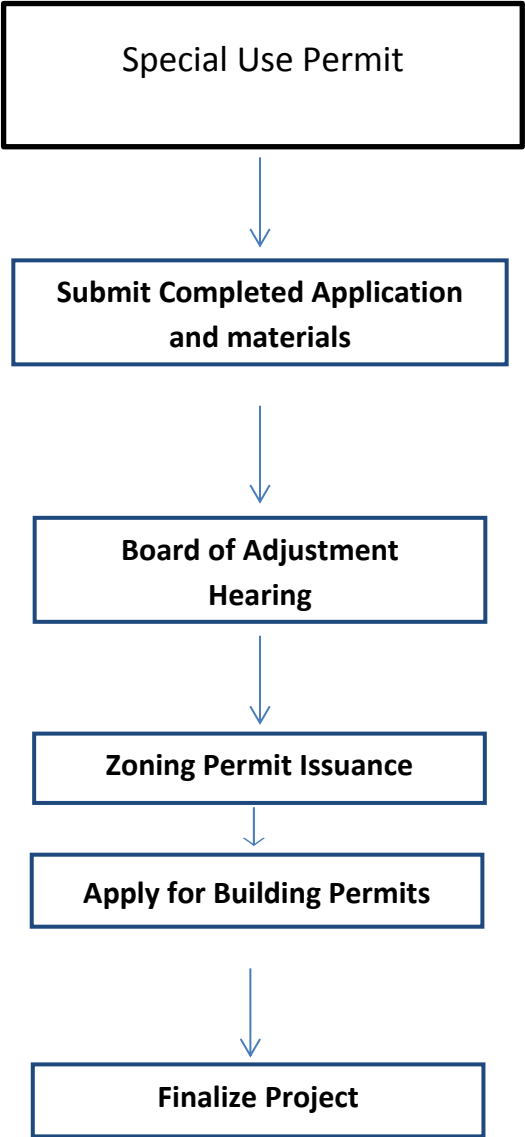
Signature of Applicant _____

Date _____

Printed Name _____

Staff Initials: _____

Date: _____



Board of Adjustment			
		Meeting Date	Complete Application Due Date
BOA	January	1/11/2023	12/6/2022
	February	2/8/2023	1/6/2023
	March	3/8/2023	2/3/2023
	April	4/12/2023	3/10/2023
	May	5/10/2023	4/7/2023
	June	6/14/2023	5/12/2023
	July	7/12/2023	6/9/2023
	August	8/9/2023	7/7/2023
	September	9/13/2023	8/11/2023
	October	10/11/2023	9/8/2023
	November	11/8/2023	10/6/2023
	December	12/13/2023	11/10/2023

Complete Application Date: All documents must be received by the close of business on the deadline date to be considered a complete application.

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SPECIAL USE PERMIT APPLICATION

GENERAL

1. An applicant may be required to schedule a pre-submittal meeting with the Administrator prior to submission of an application.
2. Any information the applicant wishes to submit to assist in making the above findings may be included as part of the Project Narrative or as a supplement labeled "Support Information-Required Findings".

APPROVAL STANDARDS

The Board of Adjustment shall approve, modify, or deny the application for a Special Use Permit. In approving a Special Use Permit, the Board of Adjustment, with due regard to the nature and state of all adjacent structures and uses in the district within same is located, shall make written findings that the following are fulfilled:

1. The use requested is listed among the special uses in the district for which the application is made and the use meets all required conditions and specifications.
2. The requested use will be in harmony with the area in which it is located, and in general conformity with the character of the surrounding or adjoining districts, and will not adversely affect the safety, health, morals, or welfare of the community or of the immediate neighbors of the property if developed according to the submitted plans.
3. The use will not substantially injure the value of adjoining or abutting property.
4. The requested use will be in conformity with the current land use plan.
5. Adequate utilities, access roads, drainage, sanitation, and other necessary facilities have been or are being provided.
6. Adequate measures have been or will be taken to provide ingress and egress designed so as to minimize traffic congestion in the public streets.
7. The special use shall, in all other respects, conform to the applicable regulations of the district in which it is located.

Conditions and Guarantees- Prior to the granting of any special use, the Board of Adjustment may require conditions and restrictions upon the establishment, location, construction, maintenance, and operation of the special use as is deemed necessary for the protection of the public interest and to secure compliance with the standards and requirements specified above. In all cases in which special uses are granted, the Board of Adjustment shall require evidence and guarantees as it may deem necessary as proof that the conditions required in connection therewith are being and will be complied with. Where appropriate, such conditions may include requirements that street and utility rights-of-way be dedicated to the public and that provision be made for recreational space and facilities. Conditions and safeguards imposed under this subsection shall not include requirements for which the Town does not have authority under statute to regulate nor requirements for which the courts have held to be unenforceable if imposed directly by the Town, including, without limitation, taxes, impact fees, building design elements within the scope of G.S. 160D-702(b), driveway-related improvements in excess of those allowed in G.S. 136-18(29) and G.S. 160A-307, or other unauthorized limitations on the development or use of land. All such conditions shall be consented to in writing by the applicant or landowner.

1. The conditions may include a time limitation.
2. Conditions may be imposed which require that one or more things be done before the use requested can be initiated. For example, that a solid board fence be erected around the site to a height of six (6) feet before the use requested is initiated.
3. Conditions of a continuing nature may be imposed. For example, exterior loud speakers shall not be used between the hours of 10:00 p.m. and 9:00 a.m.

APPLICATION FOR SPECIAL USE PERMIT

THIS SECTION FOR OFFICE USE

Application No.	SUP	Date	
Application Fee	\$	Invoice Number	
Pre-Application Conference		Hearing Date	

SECTION 1: APPLICANT INFORMATION

Applicant's Name:		Owner's Name:	
Applicant's Address:		Owner's Address:	
City, State, & Zip		City, State, & Zip	
Phone Number:		Phone Number:	
Email Address:		Email Address:	

Legal relationship of applicant to landowner:

SECTION 2: PROJECT INFORMATION

Property Identification Number (PIN):		Total property acreage:	
Zoning Classification:		Acreage to be disturbed:	
Water Provider:		Wastewater Provider:	
Project Address:			NAICS Code:
Description of Project Location:			
Describe activities to be undertaken on project site:			

SECTION 3: SIGNATURES

Applicant's Signature		Date:	
Applicant's Printed Name:		Date:	
Owner's Signature		Date:	
Owner's Printed Name:		Date:	

NOTICE TO APPLICANT

1. Applicant must also submit the information described on the Special Use Checklist.
2. Applicant or agent authorized in writing must attend the public hearing.
3. Once the public hearing has been advertised, the case will be heard unless the applicant withdraws the application or unless the Board of Adjustment or other authorized person agrees to table or delay the hearing.
4. Applicant may wish to review the required findings for approval of a Special Use Permit found on page 1 of this application
5. **Permit will become void after 12 months if a final zoning permit is not obtained, unless specifically requested at the time of public hearing.**

