



Town of Siler City

Office of Planning & Community Development

Special Use Permit Application

I, (We) the undersigned, do hereby respectfully make application to the Board of Adjustment of the Town of Siler City to request a special use permit as hereinafter requested, and in support of this application, the following facts are shown:

Property Address/ Location: _____

Property Tax Parcel Number (5 Digit): _____

Proposed Use: _____

Applicant Name: _____

Applicant Mailing Address: _____

Applicant Phone Number: _____

Applicant Email Address: _____

Property Owner Name: _____

Property Owner Mailing Address: _____

Property Owner Phone Number: _____

Property Owner Email Address: _____

Applicant must submit the following items with the application:

1. Application fee (\$500.00 + \$500.00 for engineer review for projects that require public (water, sewer, or streets), bridges, or stormwater management facilities. Engineer review fee will be based on the Engineer's Basic Fee Schedule at the time of submittal. The amount shall be paid by the developer prior to beginning the engineering review. Additional fees may be required in excess of the fee amount paid (for items such as multiple reviews or larger projects), the Town will contact the developer and request an additional fee prior to continuing with the engineering review.):

a. Fee: _____, Receipt #: _____ Date: _____

Timothy Mack
Director | Planning & Community Development
PO Box 769 | 311 N Second Avenue
Siler City, NC 27344-0769

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2. A copy of the Deed for the property.
3. Submit the following on one or more separate sheets of paper:
 - a. A statement that the proposal will not endanger the public health or safety
 - b. A statement that the proposal will not materially injure the value of adjoining or abutting property
 - c. A statement that the proposal will be in harmony with the area in which it is located.
 - d. A statement that the proposal will be in conformity with the land-use plan, thoroughfare plan, or other plan officially adopted by the Town Board.
 - e. Written addendum of phasing plan, detailing all work necessary to complete each phase, including a time schedule, etc.
 - f. Detailed explanation of proposed use, days/hours of operation, number of employees
4. One (1) copy (not less than 11"x17") and one (1) electronic (PDF) copy of an accurate site plan that includes the following features:
 - a. The size of the subject property
 - b. All property lines (with dimensions identified) and minimum building lines
 - c. Adjoining public street right-of-ways, private streets, pavements widths
 - d. Location of all existing and proposed improvements (driveways, roads, site distance triangles, etc.) and structures (including number of stories and gross floor area, fencing, retaining walls, etc.)
 - e. All existing and proposed parking areas including the total number of spaces (dimensions, drive isle widths, handicap parking spaces, defined perimeter of parking area)
 - f. Topographical features (streams, ditches, etc.), required vegetative buffers, floodways and 100-year floodplains
 - g. Provide a landscaping plan that includes required screen type, parking lot shade trees, and existing vegetation
 - h. Proposed total area of disturbance, limits of disturbance, stormwater drainage, grading, berms, and erosion controls
 - i. Proposed and existing water and sewer lines, fire hydrants, outdoor lighting, garbage dumpsters/carts, utility easements
 - j. North arrow, legend, scale, and date of map
 - k. Name of person or firm preparing the map

Application Deadline

Applications for the next regularly scheduled Board of Adjustment meeting must be submitted to the Town Planner no later than twenty (20) working days prior to the Board of Adjustment regular meeting (2nd of Monday of each month). Application submitted after the deadline shall be heard the month following the next regular meeting.

I, applicant, hereby certify that all of the information, including attachments, contained herein are true and correct to the best of my knowledge and belief. I further certify that I am authorized by the owner to make the foregoing application, and that, before I accept approval the owner shall be made aware of all conditions of approval. I will notify the Planning Director of any changes in the approved plans and specifications for the project approved herein. I authorize the Town of Siler City to conduct any necessary site inspections.

Applicant Signature: _____ Date: _____

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PROPERTY OWNER SIGNATURE

I (We), _____, _____

being the Owner(s) understand that failure to address any item in these requirements may result in the request not meeting the minimum submission requirements and will be returned to me for revision and resubmission at the next regular review cycle.

Property Owner Signature _____ Date _____

Property Owner Signature _____ Date _____

Sworn to and subscribed before me, this the _____ day of _____,
20_____.

Notary Public _____

My Commission Expires:

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To advance a framework for our success through balanced governance, dynamic partnerships, and an engaged community.