



City of Raeford Special Use Permit Application Packet

City of Raeford Planning, Zoning & Inspections

701 S Main St
Raeford, NC 28376
Phone (910) 875-5031 / Fax (910) 875-1462

Purpose:

Special Uses are uses that are generally compatible with the other uses permitted in a zoning district, but require individual review of their location, design, configuration, density and intensity of use, and may require the imposition of conditions to ensure the appropriateness of the use at a particular location.

Special Uses add flexibility to the zoning ordinance by permitting potential undesirable uses of property in specified districts when certain conditions are met. The Board of Adjustment may choose to place additional conditions on the permit to minimize any adverse effects it might have on surrounding properties.

The following outline is the procedure for applying for a Special Use Permit. Applicant is advised to discuss the proposed project with the Planning Staff before applying for Special Use Permit.

Procedure:

1. Obtain Special Use Packet and discuss with Planning Staff. The packet will include an application and Board of Adjustment deadlines and meeting dates.
2. Applicant is to fill out the application and submit a business plan and site plan.
Business Plan should include a summary of ALL activities to occur on the site. Please include all information such as hours of operation, days of operation, type of services conducted, number of employees, number of customers and whether or not your operation requires licensure by a state agency and/or includes the care or treatment of individuals under the age of 18. The information requested is required to appropriately evaluate the suitability of the site and its structures in relation to the surrounding community.
Site Plans should show the following:
 - Topography: Topography of the site at contour intervals not greater than (10) feet.
 - Structure: Location and approximate size of all existing and proposed buildings and structures within the site and on the lots adjacent thereto.
 - Traffic: Proposed points of access and egress and pattern of internal circulation.
 - Lighting: Proposed lighting location and design.
 - Buffering: Any existing or proposed fencing to include height and material.
 - Parking and Loading: Layout of parking spaces and type of proposed surfacing.
 - Drainage: Proposed provision for storm drainage (including retention pond facilities, when applicable), approved by the Ordinance Administrator.
 - Landscaping: Any existing or proposed landscaping including those used as buffer.
3. The Applicant is to return the completed packet and nonrefundable application fee of \$250.
4. Planning Staff will prepare a review report that will be sent to each Board of Adjustment member. The review report will evaluate the proposed project with the Seven (7) standards for Special Use approval. The project must meet, exceed or be found not applicable to each of the standards listed in **UDO Sec. 3.2.4(E)**:

NOTE: The applicant is strongly encouraged to submit a response to each of the standards listed below with your application.

(E) Conditional Use Permit Standards

- (1)** The proposed use will not be detrimental to the health, safety or general welfare of persons residing or working in the vicinity of the site.
- (2)** The proposed use is in compliance with all standards in Section 7.3, Use Specific Standards.
- (3)** The proposed use is compatible with the character of surrounding property and the uses permitted in the zoning district(s) of surrounding property.
- (4)** The proposed use is configured in a manner which minimizes any possible adverse effects on surrounding lands.
- (5)** The proposed use will not adversely impact traffic circulation in the vicinity of the site.
- (6)** The proposed use will not be detrimental to the value of adjacent or nearby property.
- (7)** The proposed use will be in full compliance with all other relevant City, State and Federal laws and regulations.

5. Planning Staff will send a letter to all adjacent property owners informing them of the Public Hearing and have a Public Notice published in the local newspaper one day a week for two consecutive weeks prior to the meeting.
6. Planning Staff will post the applicants property with a Public Hearing Sign two weeks prior to the meeting.
7. The meeting will be held on the assigned date and time in the council chambers located at City Hall, 315 N Main St., Raeford, NC 28376. The applicant is expected to be in attendance to answer any questions and provide all information necessary as requested by the Board.
 - **NOTE:** A quorum of the board is four members; however, the desired number of members present would be five. A four-fifths vote is required. If less than four members vote in favor of a request, the motion fails and the request is considered denied. The applicant may request a deferral if only four members are present.

8. Effects of Approval

Issuance of a Special Use Permit shall authorize **only** the particular Special Use that is approved in the permit. All subsequent development and use of the property must be in accordance with the approved Special Use Permit and in conformance with the approved Conceptual Site Plan. Nothing in this Subsection shall prevent the establishment of a different use of land provided such use is established in accordance with the requirements in this Ordinance.

9. Expiration

(1) General

The Board of Adjustment may prescribe a time limit within which development activity shall begin or be completed under the Special Use Permit, or both. Failure to begin or complete such development activity within the time limit specified shall void the Special Use Permit. Unless specified otherwise by the Board of Adjustment, a Special Use Permit shall automatically expire one (1) year from the date of its issuance if:

- (i)** The development authorized by the permit has not commenced, and no substantial construction, alteration, demolition, excavation or other similar work required by the permit is completed; or
- (ii)** Less than ten percent (10%) of the total amount of development approved as part of the permit is completed, when construction, alteration, demolition, excavation or other similar work is required; or
- (iii)** The development approved by the Special Use Permit is discontinued and not resumed for a period of one year.

10. The City shall, at the applicant's expense, record the Special Use Permit in the office of the Register of Deeds of Hoke County within thirty (30) days of its issuance.



City of Raeford Special Use Permit Application

ADDRESS: _____

CUP# Z__ - _____

City of Raeford Codes Administration

701 S Main St
Raeford, NC 28376
Phone (910) 875-5031 Ext. 302 / Fax (910) 875-1462

Property Information *(For multiple properties, please attach additional sheet)*

Property Address: _____

PIN (Parcel Identification #): _____

Property Size: _____ Acres / _____ Square feet

Current Zoning: ☐ R-6 ☐ R-8 ☐ R-12 ☐ RA-20 ☐ RMH ☐ RMF-12 ☐ NB ☐ CB ☐ HC ☐ IL ☐ IH

Previous/Existing Use: _____

Property Owner Information

Property Owner: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: (____) ____-____ Fax #: (____) ____-____ Cell #: (____) ____-____

Email Address: _____

Applicant Information *(if different from Property Owner)*

Applicant Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: (____) ____-____ Fax #: (____) ____-____ Cell #: (____) ____-____

Email Address: _____

Application Information

1. Application is hereby made for the following use:

2. The intent is to: *(Check all that apply)*

- | | |
|---|---|
| ☐ Use existing structure(s) | ☐ Construct a new structure |
| ☐ Repair existing structure(s) | ☐ Alter and/or expand the existing structure |
| ☐ Other: _____ | |

3. The following requirements have been provided: *(Check all that apply)*

- | | |
|--|------------------------------------|
| ☐ Business Plan | ☐ Site Plan |
| ☐ Copy of Deed | |
| ☐ Copy of Rental/Lease Agreement <i>(if applicant is not owner)</i> | |

4. I, the applicant, understand that other information, conditions or approvals may be required to complete my application. These may include, but are not limited to Health Department Approvals,

Stormwater approval, other State and Federal licensure requirements, NC DOT entrance permit or traffic survey and agreement to conditions ordered by the Board of Adjustment to lessen or eliminate any adverse impacts that my project may have on the surrounding community.

5. Additional Information: _____

Property Owner(s) Signature

Please sign in blue or black ink
Date: ____/____/____

Please sign in blue or black ink
Date: ____/____/____

Please sign in blue or black ink
Date: ____/____/____

Please sign in blue or black ink
Date: ____/____/____

Applicant(s) Signature

Please sign in blue or black ink
Date: ____/____/____

Please sign in blue or black ink
Date: ____/____/____

Please sign in blue or black ink
Date: ____/____/____

Please sign in blue or black ink
Date: ____/____/____

ADDRESS: _____

CUP# Z__ - _____

Date of Pre-submittal Conference with Planning Staff: _____

Date application submitted: _____

\$275 Application Fee Paid: _____

To be advertised on: _____ (Week 1) and _____ (Week 2)

To be posted on: _____

Public Hearing Scheduled for Board of Adjustment:

_____ at _____ pm

Planning Staff Recommendation completed: _____

Results:

☐ APPROVED ☐ APPROVED WITH CHANGES ☐ DENIED ☐ WITHDRAWN

Comments: _____
