



NEW HANOVER COUNTY PLANNING & INSPECTIONS

230 Government Center Drive Suite 110
 Wilmington, NC 28403
 910-798-7165 phone
 910-798-7053 fax
 www.nhcgov.com

Application for SPECIAL USE PERMIT

Petitioner Information	Property Owner(s) <i>If different than Petitioner</i>	Subject Property
Name	Owner Name	Address
Company	Owner Name 2	Parcel ID(s)
Address	Address	Area
City, State, Zip	City, State, Zip	Existing Zoning and Use
Phone	Phone	Proposed Use
Email	Email	Land Classification
Application Tracking Information <i>(Staff Only)</i>		
Case Number	Date/Time received:	Received by:

APPLICATION OVERVIEW

In order to assist petitioners through the process for obtaining a Special Use Permit, petitioners are highly encouraged to attend a pre-application conference prior to application submittal. Petitioners are requested to review the sections of the Zoning Ordinance specific to Special Use Permits prior to submission, and advised to contact Planning Staff with any questions. The following sections of the Zoning Ordinance pertain specifically to Special Use Permits:

- Section 70: Objectives and Purposes of Special Use Permits
- Section 71: General Requirements of Special Use Permits
- Section 72: Additional Restrictions Imposed on Certain Special Uses
- Section 111: Petitions

Applications for Special Use Permits (with the exception of single family dwellings on individual lots) must first be considered by the New Hanover County Planning Board at a public hearing. The Planning Board will make a recommendation to the County Commissioners which will take final action on the permit application in a quasi-judicial public hearing. Attendance at all public hearings is required. The public hearings will allow staff, the applicant, proponents and opponents to testify in regards to the request. Unless otherwise published or announced, Planning Board meetings are held on the first Thursday of each month at 6:00PM in the Commissioner's Assembly Room at the Historic County Courthouse located at Third and Princess Streets, Wilmington, North Carolina. All meeting dates and application deadlines are published on the New Hanover County Planning website.

APPLICATION REQUIREMENTS

In order to assist petitioners through the process for obtaining a Special Use Permit, petitioners are highly encouraged to attend a pre-application conference prior to application submittal. Applications must be reviewed by Planning Staff for completeness prior to being officially accepted. Applications must be submitted to Planning Staff at least twenty (20) working days before the Planning Board meeting at which the application is to be considered. Once accepted, the Planning Board will consider the application at the assigned meeting unless the applicant requests a continuance.

Applications for single-family dwellings, including mobile homes, on individual lots do not require Planning Board review and must be submitted to Planning Staff twenty (20) working days before the Commissioners meeting. For High Density Residential projects, a High Density Residential application and High Density Checklist must also accompany this application. The New Hanover County Technical Review Committee (TRC) must also review a High Density Residential project prior to submitting this application.

For all proposals, in addition to this application, the following supplemental information and materials are required:

Required Information	Applicant Initial	Staff Initial
Narrative of Proposed Use		
Traffic Impact Worksheet		
Traffic Impact Analysis (if applicable)		
Site Plan (8-24x36 copies for Planning Board; 8-24x36 copies for Commissioners) <ul style="list-style-type: none"> • Tract boundaries and total area, location of adjoining parcels and roads • Proposed use of land, structures and other improvements. For residential uses, this shall include number, height and type of units and area to be occupied by each structure and/or subdivided boundaries. For non-residential uses, this shall include approximate square footage and height of each structure, an outline of the area it will occupy and the specific purpose for which it will be used. • Development schedule including proposed phasing. • Traffic and Parking Plan to include a statement of impact concerning local traffic near the tract, proposed right-of-way dedication, plans for access to and from the tract, location, width and right-of-way for internal streets and location, arrangement and access provision for parking areas. • All existing and proposed easements, reservations, required setbacks, rights-of-way, buffering and signage • The one hundred (100) year floodplain line, if applicable • Location and sizing of trees required to be protected under Section 62 of the Zoning Ordinance • Any additional conditions and requirements, which represent greater restrictions on development and use of the tract than the corresponding General Use District regulations or other limitations on land which may be regulated by State law or Local Ordinance. • Any other information that will facilitate review of the proposed change (Ref. Article VII, as applicable) 		
Authority for Appointment of Agent Form (if applicable)		
Fee - \$500; \$250 if application pertains to a residential use (i.e. mobile home, duplex family child care home)		

Section 72 of the Zoning Ordinance provides additional requirements for the following Special Use Permits. Please supplement your application with all necessary material to meet any additional requirements if your use is any of the following:

- Cemetery
- Convenience Food Store
- Hospital or Nursing and Personal Care Facilities
- Private Club or Lodge and Fraternal and Social Organizations
- Sanitary Landfill
- Travel Trailer Park
- Family Child Care Home
- Kennel
- Mobile Home
- Non-Residential Off-Street Parking
- Commercial Marina
- Septage and Sludge Disposal
- Outdoor Shooting Ranges
- Adult Entertainment Establishment
- Indoor/Outdoor Recreation Establishments
- Community Boating Facility
- Residential Uses within Commercial Districts
- Bed and Breakfast Inn
- Electronic Gaming Operation
- Farmers Market or Produce Stands in Residential Zoning Districts
- Mining
- High Density Development
- Senior Living Options

If an applicant requests delay of consideration from the Planning Board or Board of County Commissioners before notice has been sent to the newspaper, the item will be calendared for the next meeting and no fee will be required. If delay is requested after notice has been sent to the newspaper, the Board will act on the request at the scheduled meeting and are under no obligation to grant the continuance. If the continuance is granted, a fee in accordance with the adopted fee schedule as published on the New Hanover County Planning website will be required.

In granting a Special Use Permit, conditions may be designated to assure that the use in its proposed location is harmonious with the spirit of the Zoning Ordinance, CAMA Land Use Plan and any other adopted plans that are applicable. All conditions become part of the special use permit and run with the land. A Special Use Permit shall become null and void if construction or occupancy of the proposed use as specified and approved is not commenced within 24 months of the date of issuance.

By my signature below, I certify that this application is complete and that all of the information presented in this application is accurate to the best of my knowledge, information, and belief.

Signature of Petitioner and/or Property Owner

Print Name