



Town of Southern Pines Conditional Use Permit Application

APPLICATION

ALL APPLICATION MATERIALS INCLUDING THE PETITION FEE OF \$800.00 MUST BE SUBMITTED TO THE PLANNING DEPARTMENT THIRTY (30) DAYS PRIOR TO THE PLANNING BOARD MEETING.

1. Required Application Materials

- a. **Two (2)** original, signed applications for the Conditional Use Permit (CUP).
- b. **Four (4)** sets of all required application materials, including but not limited to written documentation, site plans and/or plats. All plans should be folded to letter size. In addition, please send PDF of all submitted materials to kennedy@southernpines.net and cwilliams@southernpines.net
- c. **Petition Fee:** The application fee of **\$800.00** must be submitted with the application. No fees will be refunded after the first advertisement of public hearing notice. Checks should be made payable to the Town of Southern Pines.
- d. **Envelopes:** One (1) set of stamped addressed envelopes must accompany the application. The envelopes should be addressed to each adjacent property owner as listed on the application; they should be #10 size envelopes with the return address of: Town of Southern Pines, 180 SW Broad Street, Southern Pines, NC 28387. The envelopes will be used for notification mailings for the public hearing at the Regular Business Meeting of the Town Council.

REVIEW AND APPROVAL

- a. **LEGAL NOTICES:** A legal notice as required by State Law will be prepared by the Town Staff and published in **The Pilot** for (2) two successive weeks, the first notice being published for the first time not less than (10) days nor more than (25) days before the date fixed for the public hearing. Copies of the notice will be mailed to the applicant and all adjacent property owners.
- b. **PUBLIC HEARINGS:** Public hearings are held before the Planning Board at its regular monthly meeting at 7:00 PM on the second to last Thursday of each month at the Douglass Community Center, 1185 West Pennsylvania Avenue, Southern Pines, NC 28387. Public hearings are held before the Town Council at its regular monthly meeting date at 7:00 PM, on the second Tuesday of each month at the Douglass Community Center, 1185 West Pennsylvania Avenue, Southern Pines, NC 28387. At the public hearing before the Planning Board and Town Council they will consider comments of the applicant, adjacent property owners or other interested citizens. The Planning Board makes a recommendation to the Town Council before the public hearing before the Council on the request.
- c. **STAFF REVIEW:** The Town Staff will review the request prior to the Planning Board meeting, conferring with the applicant as necessary. A report will be prepared concerning the request and will be sent to the applicant and the Planning Board approximately (1) one week prior to the Planning Board meeting date.
- d. **PLANNING BOARD REVIEW:** The Planning Board will hold a public hearing after which they may consider the applicant's request, as well as a recommendation of approval, approval with conditions, or denial. The Planning Board has the option, however, of deferring the request, pending further study.
- e. **TOWN COUNCIL ACTION:** The Town Council will consider all information presented at the public hearing, as well as the recommendations of the Town Staff and Planning Board and may consider approval, approval with conditions or denial of the request. The Town Council has the option, however, of deferring the request, pending further study.
- f. **ISSUANCE OF PERMIT:** If the request is approved by the Town Council, a Conditional Use Permit will be issued to the applicant stating any conditions, which are attached to the approval. If certifications are required to be signed, required signatures will be obtained and the maps returned to the applicant for recording. All construction associated with the project and/or the operation the development must comply with the approved permit.

CU- _____

Date Received: _____

**Application for Conditional Use Permit
Town of Southern Pines**

To the Planning Board and Town Council:

I, the undersigned, do hereby make application to and petition the Planning board and town Council to grant a Conditional Use Permit as required in the zoning Ordinance. In support of this application, the following facts are shown:

The property sought for Conditional Use is located on the _____ side of _____ (Street/Avenue), between _____ (Street Avenue) and _____ (Street/ Avenue. The address is _____, also known as LRK # _____ and PIN # _____. It has a frontage of _____ feet and a depth of _____ feet, containing _____ acres.

The Conditional Use sought is based on Section(s) _____ of the *Town of Southern Pines Unified Development Ordinance*. The property in question is located in a _____ zoning district and is proposed for the following use:

_____.

The following are all individuals, firms or corporations owning property 200 feet adjacent to both sides and rear, as well as the property across the street/highway from the property described above or at least the 10 nearest property owners. Please see Town Staff for details on how to compute the required adjacent property list.

List of Adjacent Properties

1. Property owners' name: _____

Mailing Address: _____

LRK #: _____

Adjacent Property Address: _____

2. Property owners' name: _____

Mailing Address: _____

LRK #: _____

Adjacent Property Address: _____

3. Property owners' name: _____

Mailing Address: _____

LRK #: _____

Adjacent Property Address: _____

4. Property owners' name: _____

Mailing Address: _____

LRK #: _____

Adjacent Property Address: _____

5. Property owners' name: _____

Mailing Address: _____

LRK #: _____

Adjacent Property Address: _____

6. Property owners' name: _____

Mailing Address: _____

LRK #: _____

Adjacent Property Address: _____

7. Property owners' name: _____

Mailing Address: _____

LRK #: _____

Adjacent Property Address: _____

8. Property owners' name: _____

Mailing Address: _____

LRK #: _____

Adjacent Property Address: _____

9. Property owners' name: _____

Mailing Address: _____

LRK #: _____

Adjacent Property Address: _____

10. Property owners' name: _____

Mailing Address: _____

LRK #: _____

Adjacent Property Address: _____

Please note that if you have more than (10) ten adjacent property owners, please use additional sheets, if necessary. Please include a stamped envelope addressed to each adjacent property owner with the following return address: Town of Southern Pines, Attn: Planning Department, 180 SW Broad Street, Southern Pines, NC 28387

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

Petitioner Signature: _____

Petitioner's Name: _____

Please Print

Petitioner's Mailing Address: _____

Petitioner's email _____

Petitioner's Phone # _____

Cell# _____

Property owner's signature: _____

Property owner's signature: _____

Please Print

Property owner's Mailing Address: _____

Property owner's email _____

Property owner's Phone # _____

Cell # _____

THE PETITIONER OR A REPRESENTATIVE OF THE PETITIONER IS EXPECTED TO ATTEND ALL MEETINGS TO BE AVAILABLE TO ANSWER QUESTIONS CONCERNING THE REQUEST.