



Application No. \_\_\_\_\_

Date \_\_\_\_\_

**TOWN OF HARRISBURG  
PETITION FOR A CONDITIONAL USE PERMIT**

**The Conditional Use Process:**

A conditional use is necessary when a proposed land use may have some consequences that may warrant review by the Board of Adjustment. This review is to insure there will be no detrimental effects to surrounding properties nor will it be contrary to the public interest.

In order to apply for a conditional use a completed application along with the application fee is required to be turned in to the Zoning Office, 30 days prior to the scheduled public hearing. In order for the Board of Adjustment to grant approval of the conditional use, the applicant must provide the requested information in the following application.

If the Board finds that all approval criteria have been met, they may impose reasonable conditions upon the granting of any conditional use to insure public health, safety, and general welfare. If the application is approved the applicant then may proceed with securing all required local and state permits necessary for the endeavor. Failure to follow conditions set in the approval process would result in a violation of the Zoning Ordinance.

If there are additional questions concerning this process, please call the Zoning Office at (704) 455-5614.

**TO THE BOARD OF ADJUSTMENT:**

I, HEREBY PETITION THE BOARD OF ADJUSTMENT TO GRANT THE ZONING ADMINISTRATOR THE AUTHORITY TO ISSUE A CONDITIONAL USE PERMIT FOR THE USE OF THE PROPERTY AS DESCRIBED BELOW.

Applicant's Name Property Owner's Name

\_\_\_\_\_  
Applicant's Address

\_\_\_\_\_  
Property Owner's Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicants Telephone Number \_\_\_\_\_

**Parcel Information**

Existing Use of Property \_\_\_\_\_

Proposed Use of Property \_\_\_\_\_

Existing Zoning \_\_\_\_\_

Property Location \_\_\_\_\_

Property Acreage \_\_\_\_\_

Tax Map and Parcel Number (PIN) \_\_\_\_\_

**Land Use of Adjacent Properties**

(Provide Plat Map if Available)

NORTH \_\_\_\_\_

SOUTH \_\_\_\_\_

EAST \_\_\_\_\_

WEST \_\_\_\_\_

**General Requirements**

1. The Zoning Ordinance imposes the following general requirements on the use requested by the applicant. Under each requirement, the applicant should explain, with reference to the attached plans, where applicable, how the proposed use satisfies these requirements.

The Board must find that the uses(s) as proposed “are not detrimental to the public health, safety or general welfare.”

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The Board must find that the use(s) as proposed “are appropriately located with respect to transportation facilities, water supply, fire and police protection, waste disposal, etc.”

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The Board must find that the use(s) as proposed “will not violate neighborhood character nor adversely affect surrounding land uses.”

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The Board must find that the use(s) as proposed “will comply with the general plans for the physical development of the County or Town, as embodied in the Zoning Ordinance or in the area development plans that have been adopted.”

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2. The Zoning Ordinance also imposes SPECIFIC REQUIREMENTS on the use(s) requested by the applicant. The applicant should be prepared to demonstrate that, if the land is used in a manner consistent with the plans, specifications, and other information presented to the Board, the proposed use(s) will comply with specific requirements concerning the following:

Nature of use (type, number of units, and/or area):

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Accessory uses (if any):

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Setback provisions:

Principle Use

Front: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_

Accessory Use

Front: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_

Height provisions:

Principle Use \_\_\_\_\_ Accessory Use \_\_\_\_\_

Off street parking and loading provisions: (include calculations)

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Sign provisions: (include sketch drawing with dimensions)

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Provisions for screening landscaping and buffering: (if required add to site plan)

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Provisions for vehicular circulation and access to streets: (provide NCDOT permit if necessary)

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Adequate and safe design for grades, paved curbs and gutters, drainage systems, and treatment or turf to handle storm waters, prevent erosion, subdue dust:

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An adequate amount and safe location of play areas for children and other recreational uses according to the concentration of residential property:

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Compliance with overlay zones including but not limited to the Thoroughfare Overlay and the River/Stream Overlay Zones:

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Compliance with the Flood Damage Prevention Ordinance:

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Other requirements may be requested by the applicant or specified by the Board for protection of the public health, safety, welfare, and convenience:

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**Predefined Standards**

Each individual Conditional Use listed in the Zoning Ordinance may have specific standards imposed. Refer to the Conditional Use section of the Zoning Ordinance for these requirements. Each standard should be addressed in the site plan submitted along with this application.

**Required Attachments/Submittals**

1. Printout of names and addresses of all immediately adjacent property owner, including any directly across the street.
2. Scaled site plan containing all requested information above on legal or ledger sized paper. Larger sized copies will be accepted if copies for each Board Member is provided for distribution.

**Certification**

I hereby confirm that the information contained herein and herewith is true and that this application shall not be scheduled for official consideration until all of the required contents are to the Zoning Department.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

**STAFF USE ONLY:**

Application Fee Collected Yes \_\_\_\_\_ No \_\_\_\_\_

Posted Database Yes \_\_\_\_\_ No \_\_\_\_\_

Site Plan Attached Yes \_\_\_\_\_ No \_\_\_\_\_

Public Hearing Date Notice of Public Hearing Published On  
\_\_\_\_\_

Notices to Applicant(s) and Adjoining Property Owners Mailed On  
\_\_\_\_\_

Signs Posted On  
\_\_\_\_\_

**Process Record**

Record of Decision:

Motion to: Approve \_\_\_\_\_ Deny \_\_\_\_\_

Board of Adjustment Recommendation: Approve \_\_\_\_\_ Deny \_\_\_\_\_

Action Taken by Board of Adjustment:

Date Notification of Action Mailed to Applicant(s):  
\_\_\_\_\_

**Signature of Zoning Official**  
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