

**INSTRUCTION SHEET FOR CONDITIONAL USE PERMIT APPLICATION**

1. Please provide all requested information. Application fee: **\$175.00**
2. If possible, please provide a telephone number where you can be reached during the hours of 8:30 am and 5:00 pm.
3. Page 2 asks for the names and mailing addresses of all **PROPERTY OWNERS** that own property within 300 feet of the property you wish to use. Public hearing notices must be mailed to these owners. Even if there is no dwelling on the property, we still need to know the owner and address.
4. Item #2, Page 2 of application, please give as much information about what you want to do as possible.
5. Page 3 — Standards for Conditional Use (*Answer completely and accurately*)

Standard 1 — How many driveways will there be going on and off the property and how wide?

Standard 2 — Indicate on the plat where vehicles will be parking.

Standard 3 — How will you dispose of trash, garbage, oil, etc.?

Standard 4—Does the property have electrical power, water, sewer, etc., or will they have to be installed?

Standard 5—Is there a natural tree line and bushes around the property or an existing fence?

Standard 6—Do you intend to put up sign(s), how many, where, size, and will they be lighted?

Standard 7 —Will you be removing trees, disturbing the soil, etc.?

Standard 8 — Does what you are requesting fit in with the adjoining properties?

❖ **NOTE: THE PLANNING BOARD AND THE BOARD OF ADJUSTMENT RESERVES THE RIGHT TO REQUIRE ADDITIONAL INFORMATION WHERE SUCH SUBMISSION IS NECESSARY TO INSURE COMPLIANCE WITH APPLICABLE CRITERIA IN THE INDIVIDUAL CASE.**

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Application to be submitted on or before: \_\_\_\_\_

Board of Adjustment hearing date: \_\_\_\_\_

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**INSTRUCTION SHEET FOR CONDITIONAL USE PERMIT APPLICATION**  
(continued)

Step #1: Complete application form (page 1)

Step #2: List names and complete mailing addresses of all owners of property whose land is within three hundred feet (300') of the land which you are proposing to use (page 2)

Step #3: Describe the nature of your proposed operation (page 2)

Step #4: Address the eight (8) conditions of the permit (page 3)

Step #5: Submit a plat (survey map) of the property. Indicate on the plat, all structures and proposed structures showing the distances in feet of these structures from each property line. Show driveways and proposed parking area(s) and show how wide they are. All distances must be measured and not "stepped off." See example of plat attached to this packet.

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\*\*If you are applying for the installation of a mobile home park or an enlargement to an existing mobile home park, your request must first be reviewed by the Planning Board. The Planning Board meets on the third (3<sup>rd</sup>) Wednesday of each month at 7:00 p.m. in the Commissioner's Board Room, on the second floor of the Historic Courthouse, in Halifax NC. The application and all related material must be in the Office of Planning and Development Services by the date indicated.\*\*  
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The Board of Adjustment shall review and hold a public hearing on all conditional use permits and variance requests. The Board of Adjustment meets on the second (2<sup>nd</sup>) Tuesday of each month at 7:30 p.m., in the Commissioner's Board Room, on the second floor of the Historic Courthouse, in Halifax, NC. **THE APPLICATION AND ALL RELATED MATERIAL MUST BE IN THE OFFICE OF PLANNING AND DEVELOPMENT SERVICES BY THE DATE INDICATED.**

The one hundred and fifty dollar (\$150.00) application fee must be paid when the application is submitted. Failure to submit fee will prevent the request from being heard on the scheduled date. The applicant or a knowledgeable representative must be present at the meeting(s).

**❖ NOTE: APPLICANTS, AND/OR THEIR AGENTS OR PARTIES OF INTEREST ARE PROHIBITED FROM ANY CONTACT IN RELATION TO THIS MATTER WITH BOARD OF ADJUSTMENT MEMBERS PRIOR TO THE PUBLIC HEARING.**

**Application for Conditional Use Permit**

(page 1)

Applicant's name: \_\_\_\_\_ Phone( ) \_\_\_\_\_

Address: \_\_\_\_\_

Property owner: \_\_\_\_\_ Phone( ) \_\_\_\_\_

Address: \_\_\_\_\_

(1) Name of business: \_\_\_\_\_

(2) Application submitted to: ( ) erect ( ) repair ( ) alter ( ) extend  
( ) enlarge ( ) use existing building ( ) other \_\_\_\_\_

(3) Location of property using road names: \_\_\_\_\_

\_\_\_\_\_

(4) Size of lot: \_\_\_\_\_ acres \_\_\_\_\_ square feet

(5) Parcel ID #: \_\_\_\_\_ Tax Map #: \_\_\_\_\_ Tract #: \_\_\_\_\_

(6) The intended use of the property: \_\_\_\_\_

(7) I certify that I am the owner or have consent of the owner to act in his/her behalf in applying for this permit. I understand, if granted this permit, I will be required to conform to the standards set forth in Article VII, Section 701.03(f) of the Halifax County Zoning Ordinance. I further understand that this permit, if granted, is issued on the presentation made herein and that this permit may be revoked in the event of any breach of representation or non-compliance of conditions of the permit. I further understand that if construction has not begun within six (6) months of the approval date, this permit shall become invalid. I further understand that if this request is denied, it may not be resubmitted for a period of twelve (12) months, unless there is a substantial change in the request.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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To be completed by Planning Staff

Zoning District: \_\_\_\_\_: Township: \_\_\_\_\_ Receipt #: \_\_\_\_\_

FEMA Panel#: \_\_\_\_\_: Census Tract#: \_\_\_\_\_

Board of Adjustment Action: ( )denied ( )delayed ( )approved Conditions of  
action: \_\_\_\_\_

\_\_\_\_\_

Board of Adjustment Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_



Applicant name: \_\_\_\_\_ Date: \_\_\_\_\_

(1) Ingress and egress to property and proposed structures thereon with particular reference to automobile and pedestrian safety and convenience, traffic flow and control and access in case of fire or catastrophe.

Comments: \_\_\_\_\_

(2) Off-street parking and loading areas, where required, with particular attention to the items in #1 above and the economic, noise, glare or odor effects of the conditional use on adjoining properties generally in the district.

Comments: \_\_\_\_\_

(3) Refuse and service areas, with particular reference to the items in #1 and #2 above.

Comments: \_\_\_\_\_

(4) Utilities, with reference to locations, availability and compatibility.

Comments: \_\_\_\_\_

(5) Screening and buffering with reference to type, dimensions and character.

Comments: \_\_\_\_\_

(6) Signs, if any, proposed exterior lighting with reference to glare, traffic safety, economic effect and compatibility and harmony with properties in the district.

Comments: \_\_\_\_\_

(7) Required yards and other open space and preservation of existing trees and other attractive natural features of the land.

Comments: \_\_\_\_\_

(8) General compatibility with adjacent properties and other property.

Comments: \_\_\_\_\_

Additional comments/remarks: \_\_\_\_\_

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