

Application Date: \_\_\_\_\_ Application Number: \_\_\_\_\_

Location/Address of Property: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City State Zip*

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

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

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City State Zip*

Current Zoning District: \_\_\_\_\_

Proposed Use On Property: \_\_\_\_\_

Description:  
\_\_\_\_\_  
\_\_\_\_\_

**Application Submittal**

The applicant must submit a complete application packet on or before the submittal deadline. This includes:

- Completed City of Creedmoor Conditional Use Permit Application;
- Application Fee (\$700.00/acre; \$2,700.00 maximum);
- First-class postage sufficient to notify adjacent landowners of the required public hearing. All property owners within (at least) 500 feet of the proposed location must be notified;
- A detailed site plan (see attached Site Plan Checklist for items to include).

I (We), the undersigned, certify that all statements furnished in this application are true to the best of my (our) knowledge, and do hereby agree to follow all reasonable requests for information as designated by the City of Creedmoor Planning Director.

\_\_\_\_\_  
Applicant/Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Owner Signature

\_\_\_\_\_  
Date

Office Use Only:

Case ID No.: \_\_\_\_\_

\_\_\_\_\_  
Received By Date

**STATEMENT OF JUSTIFICATION**

Provide testimony as to how the proposed conditional use will meet the following general approval criteria of Article 7, Section 7.8 of the Creedmoor Development Ordinance: *(attach additional pages if needed)*

1. That the use or development is located, designed, and proposed to be operated so as to maintain or promote the public health, safety, and general welfare. Explain:

2. That the use or development complies with all required regulations and standards of this Ordinance and with all other applicable regulations. Explain:

3. That the use or development is located, designed, and proposed to be operated so as not to substantially injure the value of adjoining or abutting property, or that the use or development is a public necessity. Explain:

4. That the use or development will be in harmony with the area in which it is to be located and conforms to the general plans for the land use and development of City of Creedmoor and its environs. Explain:

*Please provide any additional information you feel will be necessary or helpful for the Board of Commissioners in rendering their decision. Certain Conditional Use Permits (i.e. expansion of an existing nonconformity) require other, more specific findings in addition to those listed above.*

**NOW COMES** \_\_\_\_\_ (applicant) being first duly sworn, and deposes and says as follows: the contents of this application and all attached documents are true to my knowledge, except as to those matters stated on information and belief, and as to those materials I believe them to be true.

*Applicant Signature*

*Date*

**Sworn to and subscribed before** \_\_\_\_\_ **this the** \_\_\_\_\_ **day of** \_\_\_\_\_, 20 \_\_\_\_\_

*Notary Public Name*

*Notary Public Signature*

**My Commission Expires:** \_\_\_\_\_

INK SEAL  
HERE

**CONDITIONAL USE PERMIT  
SITE PLAN CHECKLIST**

A complete Conditional Use Permit Application must include a detailed site plan of the property in question. The following items must be included:

- 1. Property boundaries with dimensions and acreage.
- 2. MAPN for property, with ownership information.
- 3. Location of nearest adjacent streets, rights-of-way, and utility easements.
- 4. Generalized depiction or description of all natural features on and immediately adjoining the site, including topography, perennial streams, ponds, and other water bodies, wetlands, riparian areas, steep slopes, areas covered by tree canopy, etc.
- 5. Dimensioned footprint and required setbacks (if any) of the existing and proposed structures with gross floor area indicated.
- 6. Location, size, and composition of landscape buffer or other planted areas.
- 7. Location of existing and proposed driveways.
- 8. Location of all flood zones with base flood elevation (if applicable to the property).
- 9. Location of all adjoining properties, including the zoning and existing use.
- 10. Number of stories and overall height of all structures (existing and proposed).
- 11. Location of all existing and proposed stormwater management facilities.
- 12. Location of existing and proposed dumpster and recycling containers.
- 13. Location and number of parking spaces.
- 14. Other information determined by the *Planning, Zoning, and Subdivision Administrator* as necessary to evaluate the request.