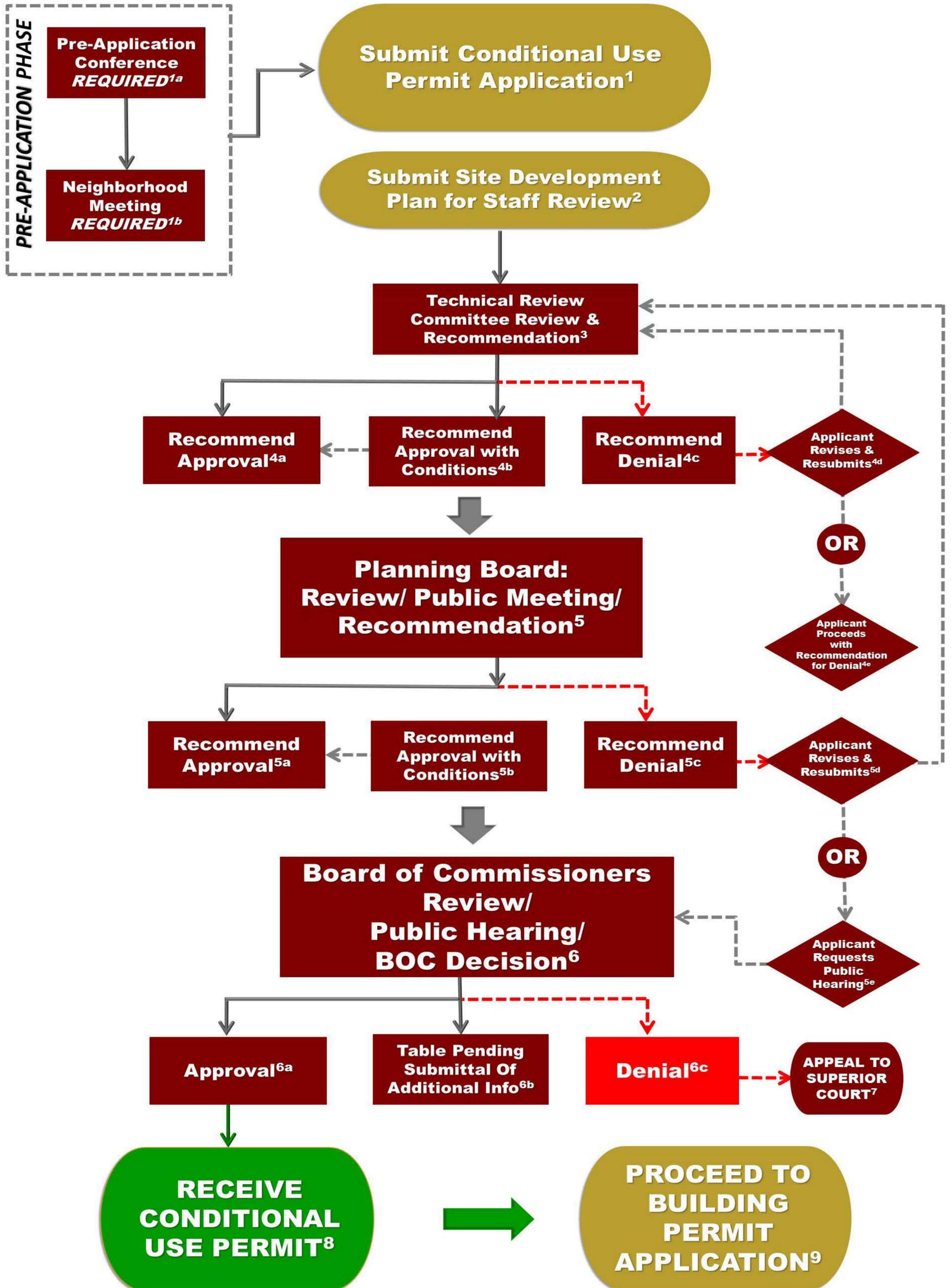


Conditional Use Permit Application Process



The Conditional Use Permit Application Process

Conditional uses are certain uses (described in Article 10, Section 10.2) which, due to their size and/or operation, have impacts that could adversely impact neighboring uses or the community as a whole. Due to the potential impacts of these uses, they must meet certain *conditions* to ensure that they do not adversely impact neighboring uses or the community as a whole. A *Conditional Use Permit* must be issued for these uses. [Article 7, Section 7.8](#) spells out the procedures required for obtaining a Conditional Use Permit (CUP).

The numbered sections below correspond to the Process Flow Chart (reverse):

1. Conditional Use Permit Application – A City of Creedmoor form stating all of the relevant details of the proposed conditional use and location. The application *includes* submittal of the Site Development Plan showing the dimensions of the proposed use and its location on the property or site (see 7.8-3). There is also a *mandatory* pre-application phase which includes (a) Pre-Application Conference, and (b) Neighborhood Meeting.
 - 1a. Pre-Application Conference – Applicant meets with the Planning Director to ensure a thorough understanding of the processes and requirements to achieve project approval.
 - 1b. Neighborhood Meeting - The applicant holds meeting with adjoining property owners and other neighborhood representatives to inform them of the applicant’s intentions for development and to discuss the proposed project.
2. Site Development Plan – Conceptual site plans are required for both small and large site development proposals. Detailed specifications for conceptual site plan submittals are provided in Article 7, Section 7.7-1(C) for large sites; for small sites, details can be found in Section 7.7-2(C). The Planning Director reviews the CUP application and conceptual site plans for compliance. (See Article 7, Section 7.8-4).
3. Technical Review Committee Review & Recommendation – The TRC reviews the conceptual site plans for compliance with existing federal, state, and local regulations. (TRC member composition is described in Article 4, Section 4.5-2(A).) Following the review, the TRC may make one of three recommendations as described below.
 - 4a. Approval – If recommended for approval, the CUP application is forwarded to the Creedmoor Planning Board for review.
 - 4b. Approval with Conditions – If recommended for approval with conditions, the applicant may revise the plan to meet the specified conditions and resubmit to the Planning Director.
 - 4c. Denial – A recommendation for denial by the TRC is considered the final action on the request, unless the applicant decides to take one of the following courses of action (4d, 4e):
 - 4d. Applicant may revise the application to address the reasons for denial and resubmit to the Planning Director.
 - 4e. Applicant may proceed to Planning Board review with the recommendation for denial.
5. Planning Board Review & Recommendation – A public meeting will be scheduled by the Planning Board following TRC recommendation for approval. This meeting will take place at a regularly scheduled Planning Board meeting no later than 35 days following receipt of the CUP application. Following the review, the Planning Board may make one of three recommendations as described below.
 - 5a. Approval – If recommended for approval by the Planning Board, the CUP application is forwarded to the Board of Commissioners.
 - 5b. Approval with conditions - Applicant may revise the plan based upon the conditions of approval, then resubmit to the Planning Director. If conditions are met, the Planning Director can schedule the application for a public hearing at the next available meeting of the Creedmoor Board of Commissioners.
 - 5c. Denial – A recommendation for denial by the Planning Board is considered the final action on the request, unless the applicant decides to take one of the following courses of action (5d, 5e):
 - 5d. Applicant may revise the application to address the reasons for denial and resubmit to the Planning Director.
 - 5e. Applicant may request a public hearing on the proposal before the Creedmoor Board of Commissioners. The applicant must make the request within 30 days of the Planning Board’s recommendation for denial.
6. Board of Commissioners Actions. A public hearing on the application will be conducted at a meeting of the Board of Commissioners. After the hearing, the Board may consider three courses of action: approval (6a), table the application pending submittal of additional information (6b), or deny the request (6c).
7. If denied by the Board of Commissioners, the Applicant may appeal to Superior Court.
8. If approved by the Board of Commissioners, the applicant is issued a Conditional Use Permit and proceeds to the Building Permit Application stage.
9. The Building Permit Application process is described in Figure ____.