

Date \_\_\_\_\_

**Applicant Information**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Property Address (*if different from mailing address*) \_\_\_\_\_

Email Address \_\_\_\_\_

**Property Owner Information (if different from applicant)**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

**Description of Property**

Tax Map ID/PIN # \_\_\_\_\_ Is property within 100-year Floodplain?  Yes  No

**Description of Zoning**

Zoning District \_\_\_\_\_  City Limits  Extraterritorial Jurisdiction (ETJ)

**Proposed Use on Property** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Required Attachments**

The Conditional Use Permit Application must include a detailed site plan with the following elements:

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

**STATEMENT OF JUSTIFICATION**

Provide testimony as to how the proposed special 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:
  
- 5. That there is adequate water and sewer capacity available for the proposed use. Explain:
  
- 6. That the use or development will not cause undue traffic congestion, create a traffic hazard, or generate traffic volumes that exceed volume to capacity design of existing street(s) serving the property. Explain:

*Please provide any additional information you feel will be necessary or helpful for the Board of Commissioners in rendering their decision.*

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 matters I believe them to be true.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_

Print Applicant Name: \_\_\_\_\_

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

\_\_\_\_\_  
Notary Public

SEAL:

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

## **Purpose**

Conditional uses are established to provide for the location of those uses which are generally compatible with other land uses permitted in a zoning district but which, because of their unique characteristics or potential impacts on the surrounding neighborhood and the City of Creedmoor as a whole, require individual consideration of their location, design, configuration, and/or operation at the particular location proposed. Such individual consideration may also identify cause(s) for the imposition of individualized conditions in order to ensure that the use is appropriate at a particular location and to ensure protection of the public health, safety, and welfare.

## **Pre-Application Requirements**

Applicants should familiarize themselves with Section 7.8 of the Creedmoor Development Ordinance, *Conditional Use Approvals* prior to scheduling a pre-application conference with the Planning Director. Next, the Applicant must conduct a Neighborhood Meeting to explain the proposed use and to understand the issues and concerns of property owners in the surrounding area.

## **Application Submittal Process**

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

1. Completed *City of Creedmoor Conditional Use Permit Application*
2. Application Fee \$800
3. A detailed site plan (see Site Plan Checklist for items to include)

The applicant must submit a *Statement of Justification* (see Application p. 2), and may submit any other documentation or exhibits (such as a subdivision plat, survey map, etc.) which the applicant feels the Board of Commissioners will need in order to render a decision based on all necessary and pertinent information. When deciding applications for Conditional Uses, the Board must follow quasi-judicial procedures. This means that, among other things, the Board must conduct a hearing to gather evidence in order to establish sufficient facts to apply the ordinance. Also, the applicant shall not engage in *ex parte* communication with members of the Board. The applicant must appear in person at the hearing to give evidence. Anyone wishing to speak at the public hearing must be sworn in by the City Clerk prior to presenting evidence.

## **Administrative Review**

The Community Development Director will review the application for completeness and compliance and schedule the proposal for review by the Creedmoor Planning Board's Technical Review Committee (TRC).

## **Planning Board Meeting**

The TRC shall review the application and make a recommendation to the Planning Board. The Planning Board may recommend approving the application or approving with conditions, or denial. Their recommendation is forwarded to the Board of Commissioners.

## **Board of Commissioners Meeting: Public Hearing**

Community development staff will present the request to the Board of Commissioners with the Planning Board's recommendation, and a public hearing will be held. The Board of Commissioners will make a final decision regarding the conditional use permit.