

TOWN OF BOLIVIA
PO Box 93
Bolivia, North Carolina 28422
(910) 253-5303

APPLICATION FOR CONDITIONAL USE PERMIT

<u>Applicant</u>	<u>Phone #</u>
<u>Address</u>	
<u>City</u>	<u>Zip</u>
<u>State</u>	
<u>Owner</u>	<u>Phone #</u>
<u>Owner's Address</u>	
<u>City</u>	<u>Zip</u>
<u>State</u>	
<u>Property Location/Address</u>	
<u>Zoning District</u>	<u>Tax Parcel #</u>
<u>Lot Size</u>	
<u>Requested Use for Site</u>	
<u>Certification:</u> I certify that I am authorized to make this application, that the information provided is correct to the best of my knowledge, that I am authorized to grant and do grant permission to the local zoning official and local building official to enter on the property described above for the purpose of inspection. Signed: _____	<u>Date:</u> _____

- I. The Zoning Ordinance imposed the following standards on the use requested by the applicant. Under each requirement, the applicant should explain, with reference to the attached plan, where applicable, how the proposed use will satisfy these Standards. (Use attachments as necessary).

Standard 1:

The establishment, maintenance, or operation of the conditional use will detrimental to or endanger the public health, safety, morals, comfort or general welfare.

Statement by Applicant: _____

Standard 2:

The conditional use will not injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, not substantially diminish and impair property values within the neighborhood.

Statement by Applicant: _____

Standard 3:

The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses in the district.

Statement by Applicant: _____

Standard 4:

The exterior architectural and functional plan of any proposed structure will not be so at variance with either the exterior architectural appeal and functional plan of the structures already constructed in the course of construction in the immediate neighborhood or the character of the applicable district, as to cause a substantial depreciation in the property values within the neighborhood.

Statement by Applicant: _____

Standard 5:

Adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided

Statement by Applicant: _____

Standard 6:

Adequate measures will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

Statement by Applicant: _____

Standard 7:

The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified by the Board of Aldermen pursuant to the recommendations of the Planning Board.

Statement by Applicant: _____

Conditions and Guarantees:

Prior to granting of any conditional use, the Planning Board may recommend, and the Board of Aldermen may stipulate, such conditions and restrictions upon the establishment, location, construction, maintenance, and operation of the conditional use as is deemed necessary for the protection of the public interest and to secure compliance with the standards and requirements specified above. In all cases in which conditional uses are granted, the Board of Aldermen shall require such evidence and guarantees as it may deem necessary as proof that the conditions stipulated in connection therewith are being and will be complied with.

II. Please provide the following information:

1. Description of any machinery, chemical or flammable materials that will be used:

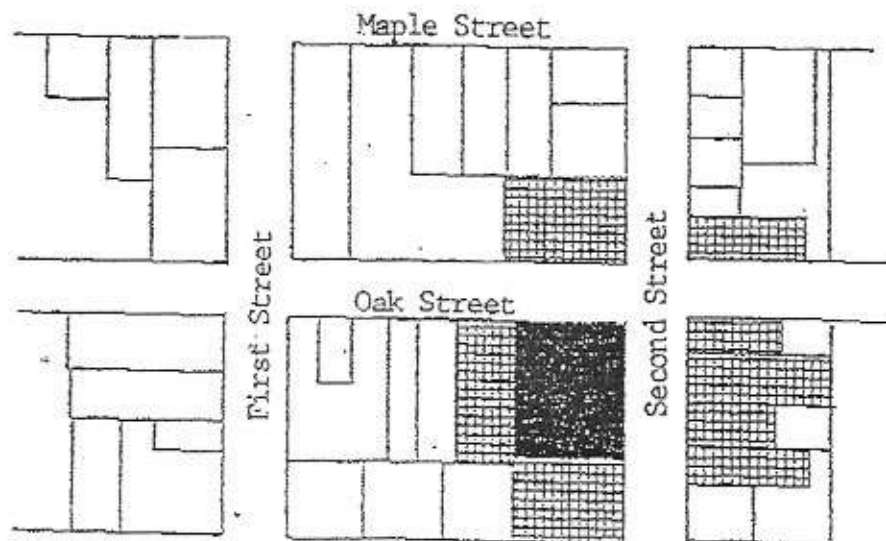
2. Description of any outdoor displays including flags, banners, etc., used to draw attention to the site.

III. The applicant must attach a site plan indicating the following:


1. Lot dimensions and north arrow
2. Location and dimensions of existing and/or proposed structure(s) to be used in connection with the proposed request. Location and dimensions of other structures on the site and on adjoining lots.
3. Location of off-street parking
4. Location and dimension of proposed sign(s), proposed lighting fixtures and proposed buffers.
5. Location of site relative to thoroughfares.
6. Location of roads leading into and out of the site.

IV. The applicant must provide a list of names of the owners, their addresses and the tax parcel number of the properties immediately adjacent to the property of the request, including the property owner(s) directly opposite the proposed request but separated by a street right-of-way. This information may be obtained from the Brunswick County Tax office located at the Brunswick County Complex.

Example of adjacent properties.



 Property

 Adjacent Properties
(Everything to the rear of the property, to the sides, across from the property; and for corner properties, the properties diagonally across)

Conditional Use Permit

Fee \$50.00¹

Step 1. Applicant visits Town Hall and fills out Conditional Use Permit application form and submits an accurate map indicating the following:

- a. Present zoning classification.
- b. Boundary lines and names of the owners and tax parcel numbers of property immediately adjacent to the site (includes property across the street).
- c. Structure size, height, and location (including accessory structures).
- d. Setbacks for front, rear, and sides (including accessory structures).
- e. Parking, driveways and internal circulation plan.
- f. Yards shown in compliance with the zoning district.
- g. Location of site relative to streets.
- h. Site lighting plan.
- i. Date of submittal.
- j. North arrow.
- k. Utilities locations. Water and sewer lines and septic tanks and wells.
- l. Additional information deemed necessary by the Planning Board or Town Board.

Step 2. Conditional Use Permit application is mailed to Planning Board members by Zoning Administrator. Concurrently, Zoning Administrator will review the application. The Planning Board will review at the next meeting. Application must be received 10 days in advance of the next meeting to be considered.

Step 3. The Zoning Administrator will present the request to the Planning Board. The Zoning Administrator will make recommendations. Recommendation will be to grant or deny and, if necessary, to add conditions. The Planning Board will make a recommendation (which may include conditions, if necessary). The conditions and the recommendation will be recorded in the Planning Board's minutes and will be forwarded to the Town Board for consideration.

Step 4. The Town Board will set a date for the Public Hearing.

Step 5. The Public Hearing will be advertised at least 2 times in a local newspaper at least 10 days prior to the Public Hearing. The Town will notify all adjacent property owners by first class mail of the Hearing.

Step 6. The Town Board will hold a Public Hearing on the request.

Step 7. The Town Board will grant or deny the permit. If conditions are required, the conditions are entered in the record and are also entered as special conditions on the Conditional Use Permit. If the permit is denied, the Board has the reason for denial recorded in the record (minutes) and informs the applicant, in writing.

Step 8. If the Conditional Use Permit request is granted by the Town Board, a building permit and/or any other appropriate licenses may be issued as required.

¹ The purpose of this fee is to cover advertising and administrative costs.