

# Appendix L

## Application Packet for Special Use Permits

<b>Deadlines: January – December 2017</b>			
<b><u>Complete Application Deadline (12 Noon)</u></b>	<b><u>Technical Review Committee Meeting<sup>1</sup></u></b>	<b><u>Joint Public Hearing</u></b>	<b><u>Earliest Decision Date</u></b>
November 21, 2016	December 6, 2016	January 19, 2017	March 13, 2017
February 20, 2017	March 7, 2017	April 20, 2017	June 12, 2017
May 22, 2017	June 6, 2017	July 20, 2017	September 11, 2017
August 21, 2017	September 5, 2017	October 19, 2017	December 11, 2017
November 20, 2017	December 5, 2017	January 18, 2018	March 12, 2018

Special Use Permit Minor Changes may be submitted to the Planning Department at any time.

### **Fee Schedule**

Special Use Permit without rezoning <sup>2</sup> :	\$ 1,000.00 <sup>1</sup>
Special Use Permit with rezoning <sup>2</sup> :	\$ 1,200.00 <sup>1</sup>
Special Use Permit Modification Requiring Public Hearing:	\$ 500.00
Special Use Permit Modification NOT Requiring Pubic Hearing:	\$ 300.00

<sup>1</sup>Plus \$10.00 per each acre for sites larger than 10 acres (example: 12 acre site plan = \$920.00 fee)

<sup>2</sup> Rezoning reviewed in conjunction with an annexation request should first calculate the standard fee and then double it to account for time spent on the fiscal analysis of the application.

### **Submittal Requirement Checklist for Special Use Permits**

Staff may determine that some requirements are not applicable to all applications.

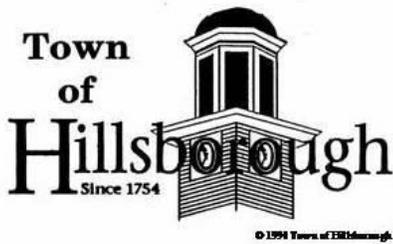
- Complete application form
- Complete site plan, 20 copies (see site plan requirements in **Appendix E**)
- Survey of property boundaries
- Legal documents indicating unified control over the site, such as a deed or a contract to purchase.
- Land suitability analysis including topography, steep slopes, soil types, hydrology, and vegetated areas.
- Environmental protection plan indicating how items in the land suitability analysis will be protected.
- For each building, a list of the following information:
  - a. List of anticipated uses for each building (from permitted use table)
  - b. Expected number of employees
  - c. Hours of operation
  - d. Phase of construction
  - e. Setbacks
  - f. Impervious Surface
  - g. Number of parking spaces
  - h. Number of signs
  - i. Height of signs
  - j. Building height

- Traffic Impact Statement that shows the following:
  - a. Internal traffic flow
  - b. Impacts at external connections
  - c. Impacts on & improvements to existing facilities

Projects requiring a traffic impact statement will be reviewed by the traffic engineer of the town's choice. The applicant shall reimburse the town for the cost of the statement in lieu of submitting a statement by a consultant of their choice as part of the application. An applicant always has the option to submit a traffic impact statement by the consultant of their choice in addition.
- Evidence that the applicant has consulted with the State Department of Cultural Resources to determine if there are known archeological resources in the vicinity of the site. If resources are expected based on the known database, the applicant shall complete a Phase 1 analysis as part of their Special Use Permit submittal.
- A statement as to the applicant's preferred green building or sustainable building rating system for the project indicating the performance level intended to be met for the development site or structures in the application materials.
- A statement as to the applicant's expected water use for the daily operations of the site upon completion. Projects will be required to demonstrate water saving or reuse measures that will be employed (show baseline & their use).
- Applicants proposing 20 or more swelling units shall indicate the provisions they intend to make in support of maintaining the diversity of housing types and housing price points in Hillsborough.
- A statement as to how the proposal satisfies the findings found in Section 3.8.3 (General Standards/Findings of Fact).
- Reviews by Other Agencies – submit confirmation of approval or their comments.
  - Orange County
    - Stormwater & Grading Control Plan
    - Soil & Erosion Control Plan
    - Solid Waste Management Plan
  - Fire Chief/Marshal
    - Fire Code compliance
    - ability to protect
  - NCDOT
    - Driveway Permit
    - Off-site Road improvements
    - Thoroughfare Plan compliance
- Fee

**Submittal Requirement Checklist for Special Use Permit Modification or Minor Changes**

- Complete application form
- An amended to-scale site plan exhibiting the proposed changes.
- A written statement outlining in detail the changes proposed.
- To-scale building elevations exhibiting any proposed building façade changes.
- Fee (if applicable)



**APPLICATION FOR  
Special Use Permit**

Planning Department  
101 E. Orange Street / P.O. Box 429  
Hillsborough, NC 27278

Phone: (919) 732-1270, Ext. 86, Fax: (919) 644-2390

Website: [www.ci.hillsborough.nc.us](http://www.ci.hillsborough.nc.us)

**Project Title:** \_\_\_\_\_

PIN #  
\_\_\_\_\_

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

**Property Owner Name:** \_\_\_\_\_

Phone:  
\_\_\_\_\_

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

E-mail:  
\_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

Phone:  
\_\_\_\_\_

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

E-mail:  
\_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Surveyor/Engineer:** \_\_\_\_\_

Phone:  
\_\_\_\_\_

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

E-mail:  
\_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Zoning: \_\_\_\_\_

Adjacent Zoning: \_\_\_\_\_

Acreage: \_\_\_\_\_

Phases: \_\_\_\_\_

Water Service:  Public Water  Well

Sewer Service:  Public Sewer  Septic Tank

Existing Structures:  
\_\_\_\_\_

Proposed Structures:  
\_\_\_\_\_

Critical Areas:

- Flood
- Drainage / Stream
- Pond
- Steep Slopes
- Cemetery
- Easements
- Historic

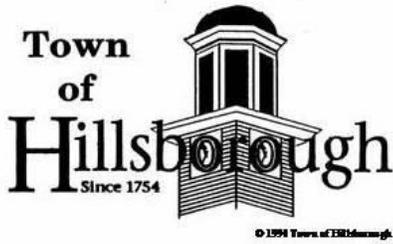
	Bldg A	Bldg B	Bldg C	Bldg D	Bldg E	Complies
Expected Uses						
Expected Employees						
Hours of Operation						
Phase						
Setbacks						
Impervious Surface						
Parking Spaces						
Number of Signs						
Height of Signs						
Building Height						

I/We certify that all of the information presented by me/us in this application is accurate to the best of my/our knowledge, information, and belief.

**APPLICATIONS WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF PROPERTY OWNER.**

\_\_\_\_\_ **Applicant's signature** **date**

\_\_\_\_\_ **Property Owner's signature** **date**



# APPLICATION FOR Special Use or Conditional Use Permit Modification

Planning Department  
101 E. Orange Street / P.O. Box 429  
Hillsborough, NC 27278

Phone: (919) 732-1270, Ext. 73, 86, Fax: (919) 644-2390

Website: [www.ci.hillsborough.nc.us](http://www.ci.hillsborough.nc.us)

Project Title: \_\_\_\_\_ Permit Type:  SUP  CUP

Address: \_\_\_\_\_ PIN #: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Minor Change Requested:** In the space provided below, or on a separate sheet of paper, explain the details of the proposed change(s) requested. Be as specific as possible. Also, attach a site plan indicating all proposed changes.

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

I, the applicant, hereby certify that the forgoing application is complete and accurate. I understand that I am bound to comply at all times with the rules and regulations of the issued Special or Conditional Use Permit issued for the property identified in this application, as well as all applicable requirements of the Town of Hillsborough Zoning Ordinance. **APPLICATIONS WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF LEGAL OWNER OR OFFICIAL AGENT.**

\_\_\_\_\_  
Applicant's signature date

\_\_\_\_\_  
Property Owner's signature date

<b>DEPARTMENT USE ONLY</b>	Date Received: _____	SUP/CUP #: _____
Fee: \$ _____ .00	Receipt #: _____	Staff: _____