

SPECIAL USE PERMIT APPLICATION



**Planning & Neighborhood Services
PO Box 2430
Indian Trail, NC 28079
Telephone (704) 821-5401
Fax (704) 821-9045**

ONLY COMPLETE APPLICATIONS ACCEPTED

Processing Fee \$300.00 for Major Home Occupation, \$400 for Non-Residential Use
+ \$100 for Engineering Review for Commercial Plans
Notification Fee \$2.50 per notice

Notices sent to all property owners within 400 feet of subject property

****A TECHNOLOGY FEE, 10% OF ALL APPLICABLE FEES, WILL BE APPLIED TO THE TOTAL FEE.****

Date Received _____



SPECIAL USE PERMIT APPLICATION

Submittal Requirements

- Completed Application
- Notarized signatures of applicant and property owner
- Letter of Intent
- Articles of Incorporation, Certificate of Incorporation, Articles of Organization, Corporate Charter, or similar (unless applicant is an individual)
- 8 copies of Concept Plan (including a digital copy)
- Statement of Justification (used to determine if Findings of Fact can be made at public hearing)
- Statement of Appraisal (8 hard copies and 1 digital)
- Fees associated with review
- **A TECHNOLOGY FEE, 10% OF ALL APPLICABLE FEES, WILL BE APPLIED TO THE TOTAL FEE.**

General Information

Project Address _____

City _____ State _____ Zip _____

Tax Parcel ID _____ Zoning Designation _____

Total Acres _____ Impervious Area _____

Project Description _____

Contact Information – Applicant

Contact Name _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

Contact Information – Property Owner

Contact Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____



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Applicant's Certification

Signature _____ Date _____

Printed Name/Title _____

Signature of
Notary Public _____ Date _____

Notary Seal

Property Owner's Certification

Signature _____ Date _____

Printed Name/Title _____

Signature of
Notary Public _____ Date _____

Notary Seal

TOWN OF INDIAN TRAIL OFFICE USE ONLY

CASE NUMBER: _____

DATE RECEIVED: _____

AMOUNT OF FEE: _____

RECEIVED BY: _____

RECEIPT #: _____



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PLEASE PROVIDE INFORMATION REGARDING THE FOLLOWING ITEMS TO BE CONSIDERED COMPLETE AS AN SUP APPLICATION

- 1.) **Concept Plan** - Need to include specifics on the following items:
 - Building footprint (including setbacks, height, dimensions, etc.)
 - Parking Area (On and off-site, handicap spaces, truncated domemats, etc.)
 - Open Space Areas
 - Signage
 - Sidewalks, trail and bikeways
 - Lighting
 - Utilities
 - Stormwater/Drainage Calculations and Plan
 - Other Requirements related to this concept plan as may be needed or required by the Unified Development Ordinance, Land Development Standards, Comprehensive Plan, and/or other related plans
- 2.) **Letter of Intent** – Need to include specifics on the following items:
 - Hours of Operation (if not a residential use)
 - Size and scope of potential use
 - General outline of Concept Plan described above
 - Other Requirements related to this letter of intent as may be needed or required by the Unified Development Ordinance, Land Development Standards, Comprehensive Plan, and/or other related plans

STATEMENT OF APPRAISAL

Please add a written consulting report from a North Carolina State Certified Real Estate Appraiser that conforms to Standard 5 of the Uniform Standards of Professional Appraisal Practice.

STATEMENT OF JUSTIFICATION (see attached form next page)

The applicant must prove the following in a letter addressing each item in this list individually.

- 1.) That the use will not endanger the public health, safety, and welfare
- 2.) That the use will not injure the value of adjoining or abutting property (a statement from a Certified Real Estate Appraiser is required).
- 3.) That the use will be in harmony with the area in which it is located.
- 4.) That the use will be in conformity with the land development plan, thoroughfare plan, and other plans officially adopted by the Town Council.



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Statement of Justification:

Please fill out this form or provide attached documentation as needed

For each item, please specify as to how each required finding can be met and satisfied:

1. That the use will not endanger the public health and safety

2. That the use will not injure the value of adjoining or abutting property (a statement from a certified appraiser may be required to show this)

3. That the use will be in harmony with the area in which it is located

4. That the use will be in conformity with the Comprehensive Plan, Thoroughfare Plan, or other plan officially adopted by the Town Council
