

# SPECIAL USE PERMIT APPLICATION



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

## **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 \$100.00

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.\*\***

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Date Received \_\_\_\_\_



## Submittal Requirements (Digital Copy of All Requirements)

- Completed Application
- Letter of Intent
- Articles of Incorporation, Certificate of Incorporation, Articles of Organization, Corporate Charter, or similar (unless applicant is an individual)
- Concept Plan
- Statement of Appraisal
- Fee

## General Information

Project Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Tax Parcel ID \_\_\_\_\_ Zoning Distirct \_\_\_\_\_

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 \_\_\_\_\_



## **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



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

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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 dome mats, 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.



## Standards for Approval

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

1. Not materially endanger the public health or safety

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2. Not substantially injure the value of adjoining or abutting properties

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3. Be in harmony with the area in which it is to be located

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4. Be in general conformity with the Town of Indian Trail Comprehensive Plan and other adopted plans

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