



RICHMOND COUNTY, NORTH CAROLINA
Department of Planning and Zoning
221 South Hancock St.~P.O. Box 504
Rockingham, NC 28380
Telephone (910) 417-4917

APPLICATION FOR A CONDITIONAL USE PERMIT

It is recognized that there are some land uses, which are basically in keeping with the intent and purpose of the various districts created by this Ordinance, yet these uses may have a significant impact on those districts. These impacts are best determined following careful review of the specific proposal. In order to add flexibility to this Ordinance, certain uses are allowed by means of controls, exercised through the Conditional Use Permit process. Please review the Conditional Use Process (Section 6) in the Richmond County Zoning Ordinance.

Date of Application:

Location of Land (PIN):

Name of Applicant:

Mailing Address:

Street Address:

City, State and Zip:

Telephone Number:

Alternate Number:

Description of Proposed Use (Attach additional sheets if necessary)

I certify that the information shown above is true and accurate

_____(Seal)
Owner/Applicant/Attorney in Fact

Office Use Only

Zoning Designation: _____ **Use Number (From Table of Uses):** _____

In addition to the Application Form, Site Plan (in accordance with Section 2.2(C) of the Richmond County Zoning Ordinance), and application fee as set out in the Schedule of Fees as adopted, an applicant **must submit in writing** a narrative of the application according to Sec 6.9(B). This narrative should include a summary of the proposed use, time of operation, schedule of development, number of anticipated employees (if applicable), and potential plans for expansion. This narrative must be signed by the applicant and will be treated as truthful evidence in the presentation of the application before the Board of Adjustments. **Complete applications must be submitted to the Richmond County Department of Planning and GIS Services by the 15th of the month prior to the date of public hearing.**

Date Received _____

By: _____

Site Plan Checklist (2.2(c))

All of the following elements must be shown on the required site plan upon submittal or attach a written explanation as to why the element was omitted.

All applications for a Zoning Compliance Permit shall include a site plan. The Site Plan shall be drawn to scale. A site plan template map may be obtained from the Richmond County Mapping Department or the online GIS. The site plan shall contain the following:

1. The shape and dimensions of the lot on which the proposed building is to be erected;
2. The location of said lot with respect to adjacent rights-of-way;
3. The shape, dimensions, and location of all buildings, existing and proposed, and required setbacks;
4. The nature of the proposed use of the building or land, including the extent and location of the use;
5. The location and dimensions of off-street parking and loading space and means of ingress and egress;
6. The square feet and percentage of lot as built upon area if the lot is located in a Watershed;
7. The location of all required buffers;
8. If an acre or more of land is to be disturbed in the site preparation activity, then a developer statement that a Sedimentation and Erosion Control Plan has been submitted to the Land Quality Section, Department of Environment and Natural Resources for review and approval.
9. Any other information, which the Zoning Administrator may deem necessary for consideration in enforcing all provisions of this Ordinance.
10. Prior to approval of the Site Plan, the Zoning Administrator may consult with other qualified personnel for assistance to determine if the application meets the requirements of this Ordinance.

6.9 Supplemental Requirements for Conditional Uses

Site Plan Requirements

1. Existing data and information.

- a. The site plan shall be drawn to a scale in the denomination of 1"=100'. The size of the paper should be of at least 8.5" x 11" and no greater than 22" x 34".
- b. The shape, size, height, and location of existing structures located on the site and within 200 feet of the site.
- c. Natural features including watercourses and water bodies, various types of vegetation and topographical features. Manmade features, such as, but not limited to, existing roads and structures. Such map shall indicate which of such features are to be retained and which are to be removed or altered. The 100-year flood elevation line shall be included where applicable together with existing wetlands.
- d. Use of abutting properties shall be identified.
- e. The size and location of all existing public and private utilities and all existing landscaping. This shall include the location and size of existing utilities that are located off-site, with which connection is planned or located within 100 feet of the site.

1. Proposed development.

- a. The shape, size, height and location of the proposed structures, including expansions of existing buildings, with typical front and side elevations and floor plans.
- b. Proposed streets, driveways, parking area, sidewalks, with indications of direction of travel for one-way streets and drives. The width of all streets, driveways and sidewalks and the total number of parking spaces shall be indicated on the site plan. In addition, loading areas and facilities associated with the structures on the site shall be shown.
- c. The location, type and size of all proposed landscaping and screening, including fences and walls.
- d. Exterior lighting plan and proposed signs or instructional devices to be located on the site.
- e. A vehicular circulation plan of the interior of the lot including ingress and egress locations to existing public streets.
- f. The location of all building setbacks required

Also, site plans submitted for the purpose of obtaining a Conditional Use Permit may be required to indicate the location and dimensions of outdoor activities areas including outdoor storage, location and type of outdoor lighting, and areas of environmental concern such as flood plains, surface water, and drainage ways as deemed necessary by Planning Staff and/or the Board of Adjustments. Prior to approval of the site plan, the Planning Staff may consult with other qualified personnel for assistance to determine if the application meets the requirements of this Ordinance. Individual Conditional Uses may require more information, as given in this Section or elsewhere in this Ordinance. In addition, the Board of Adjustment may require other information, as it deems necessary in order to determine if the proposal meets all requirements and will not endanger persons or property, including but not limited to constructions schedule and any deed restrictions and/or restrictive covenants associated with the property. All cost associated with providing such information shall be borne by the applicant and/or developer.

