



RICHMOND COUNTY, NORTH CAROLINA
Department of Planning and G. I. S. Services
 1401 Fayetteville Road • P.O. Box 504
 Rockingham, NC 28380
 910-417-4904

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 Owner/Applicant: _____

Mailing Address: _____

Street Address: _____

City, State and Zip: _____

Telephone Number: _____ Alternate: _____

.....
 Description of Proposed Use:

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

.....
 I certify that the information shown above is true and accurate

 Applicant/Attorney in Fact

 Property Owner

.....
 Supporting data and information shall include a Site Plan in accordance with Section 2.2C of the Richmond County Zoning Ordinance, in addition to the application fee as set out in the Schedule of Fees, as adopted. Applications must be submitted to the Richmond County Department of Planning and GIS Services by the 15th of the month prior to date of public hearing.

Date Received _____ By: _____

SITE PLAN CHECKLIST

All of the following elements must be show 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 consist of two (2) sets of plans drawn to an engineering scale, one (1) of which shall be returned to the applicant upon approval. The Site Plan shall contain the following:

(1) Existing data and information.

- a. Location of the site, the name and address of the owner of record and abutting landowners.
- b. The name and address of the applicants, the person, or firm preparing the site plan, the scale of the site plan (one inch equals 40 feet suggested), north arrow and date. Such site plan shall be prepared and stamped by a licensed land surveyor or licensed professional engineer. The name and address of persons or firms preparing other data and information if different from the preparer of the site plan. The maximum size of each drawing submitted shall be 22 by 34 inches.
- c. The shape, size, height, and location of existing structures located on the site and within 200 feet of the site.
- d. 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.
- e. Use of abutting properties shall be identified.
- f. 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.
- g. A vicinity sketch (suggested scale: one inch equals 500 feet) showing the location of the site in relation to the surrounding public street system. Any zoning districts and boundaries within 1,000 feet of the site shall be shown if applicable. The 100-year flood elevation line shall be included where applicable together with existing wetlands.

(2) Proposed development.

- a. The shape, size, height and location of the proposed structures, including expansion of existing buildings, with typical front and side elevations and floor plans.
- b. Proposed streets, driveways, parking spaces, sidewalks, with indications of direction of travel for one-way streets and drives and inside radii of all curves. The width of all streets, driveways and sidewalks and the total number of parking spaces shall be shown. In addition, loading spaces 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, including sign orientation, size, height, and elevation view.
- e. A circulation plan of the interior of the lot showing provisions for both auto and pedestrian circulation. An access plan showing means of access to the site and proposed changes to existing public streets, including any traffic control devices necessary in conjunction with the site development plan.
- f. A copy of the erosion control plan submitted to the Land Quality Section of the State Department of Environment, Health and Natural Resources where the total land disturbing activity amounts to one acre or more.
- g. The project's construction schedule, if the project is to be developed or constructed in phases.
- h. If paved area exceeds 20,000 sq/ft, a stormwater drainage plan showing:
 - 1. The existing and proposed methods of handling stormwater runoff.
 - 2. The direction of flow of the runoff through the use of arrows.
 - 3. The location, elevation and size of all catch basins, dry wells, drainage ditches, swales, retention basins and storm sewers.
- i. The location of all existing and proposed deed restrictions, covenants, etc.
- j. The location of all building setbacks required.

Also, site plans submitted for the purpose of obtaining a conditional use permit shall indicate the location and dimensions of outdoor activity areas including outdoor storage, location and type of outdoor lighting, and areas of environmental concern such as flood plains, surface water, and drainage ways. 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. All cost associated with providing such information shall be borne by the applicant and or developer.

In addition, to the Application Form and Site Plan, an applicant for a Conditional Use Permit must submit in writing a narrative of the application. 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 Adjustment.