

SPECIAL USE PERMIT APPLICATION SUBMITTAL CHECKLIST

- Please complete this application and provide the required information. In order for this application to be accepted, all applicable sections must be fully completed and all required information provided at the time of submittal. A complete application must be received by 5:00 p.m., on the date of the application deadline, to be placed on the next agenda.
- Applicant has had a pre-application conference with the Zoning Coordinator in the past three (3) months?
- Are you requesting a new Special Use Permit, Amendment to an existing Special Use Permit or an Administrative Amendment to an existing SUP? If you answered **YES** make sure the following are included with your application.

A Special Use Permit District Work Sheet has been FULLY completed.

(Applicant should have been working with the Zoning Coordinator on worksheet prior to submittal of application)

For Administrative Amendment include backup information (**proposed changes & reasons for amendment**).

Conceptual site plan has been provided with application.

(NOTE: the site plan will be a key-supporting document. Applicants need to insure that said site plan accurately represent their development proposal since changes may require additional public hearing review. Include three paper copy and one electronic version in PDF format).

Applicant is strongly encouraged to hold a Citizen's Information Meeting with surrounding property owners.

- Tax parcel number(s) and a map of the requested rezoning site has been provided. (NOTE: A written metes & bounds legal description with accompanying survey map is required for a request that would rezone only a portion of a tax parcel or requests for multiple zoning districts.)
- Copies of the recorded deed(s) for the subject property have been provided.
- Application Fee.
 - Special Use Permit _____ \$1,000
 - Minor Amendment _____ \$500
- Application has been signed (*Signatures of all Property Owners and Applicant*).
Special Use Permit Worksheet has been signed
(NOTE: All current property owners of record, or their duly authorized agents, must sign application. Authorized agents must include executed power-of-attorney or other proof of authority.)
- When required by the City's policies, a Traffic Impact Analysis shall be required to be submitted with the application.
- For additional information, please visit buildhighpoint.com. High Point's one source development guide that helps you navigate the process for developing and building within the City of High Point.



City of High Point
Planning & Development Department
211 S Hamilton Street
P.O. Box 230
High Point, NC 27261
Phone: 336-883-3328

D. PROPERTY IDENTIFICATION, LOCATION AND SITE INFORMATION

1. List County Tax Parcel Number(s) of zoning site: *(Attach additional sheet if needed)*

A copy of the most recent recorded deed(s) and tax map identifying the above noted tax lots must accompany this application, or the application will be considered incomplete and will be returned.

2. This Special Use Permit request includes only whole parcels and/or recorded platted lots. Yes No
If you answered no, a written legal description along with a survey map identifying the portion of the parcel(s) the Special Use Permit applies to must be attached.

3. Geographic location & address of site: _____

4. Total acreage of site (square footage if less than one acre of subject property): _____

5. Square footage of building and/or portion of a building of Special Use Permit request: _____
(A site plan identifying the building(s) or portion of the building in which the uses will be located is required to be attached.)

E. SUPPLEMENTAL INFORMATION

1. The Special Use Permit must meet applicable requirements of Section 9-3-14 of the Development Ordinance. City Council must make findings as noted in this section of the Development Ordinance in order for the request to be approved.

2. All of the items required by this application must be turned in to the City of High Point Planning & Development Department, **FULLY COMPLETED**, by 5:00 p.m. of the prescribed deadline. Incomplete applications will not be accepted and will be returned. Completed applications submitted after the deadline will be held until the next deadline for processing.

3. The City of High Point does not produce a verbatim transcript of the Planning and Zoning Commission and City Council hearing proceedings. If a verbatim transcript is required, the applicant or party requesting said transcript shall be responsible for arranging, producing and payment of all expenses for the production of said transcript. The City of High Point shall in no manner be responsible for providing a verbatim transcript of public hearings. Signing this application indicates the applicant's understanding and acceptance of this policy.

4. Application Withdrawal:

- a) This application may be withdrawn by the applicant or property owner a minimum of 22 days prior to the Planning and Zoning Commission public hearing. Afterwards, an application may only be withdrawn by action of the Planning and Zoning Commission or City Council.
- b) If a withdrawal request is received prior to submission of the Planning & Zoning Commission public hearing notice (newspaper or mailed notice), 50% of the application fee may be refunded. Application fees **shall not** be refunded after submission of public hearing notice.
- c) When two (2) applications on the same property have been withdrawn within a one (1) year period of time, then another application covering the same property cannot be filed within one (1) year from the date of the second application withdrawal.

5. Previously Denied Applications and Right to File an Application:

- a. When an application has been denied by City Council, then another application covering the same property cannot be filed within one (1) year from the date of denial, except when property is associated with a voluntary annexation petition.
- b. No more than two (2) applications shall be filed for a given property within any one (1) year period.
- c. No application shall be filed for a property if an appeal has been filed with the City of High Point Board of Adjustment pertaining to that same property. An application may be filed only after that appeal has been decided by the Board of Adjustment, or by the courts.

6. If for any reason any condition imposed pursuant to these regulations is found to be illegal or invalid, such Special Use Permit shall be null and void and of no effect.
7. An approved Special Use Permit shall be void after eighteen (18) months or such lesser time as authorized by City Council, unless the use of the property has begun and/or a footing inspection has been passed.
8. If any Special Use is discontinued for a period exceeding eighteen (18) months or replaced by a use otherwise permitted in the zoning district, it shall be deemed abandoned and the Special Use Permit shall be null and void and of no effect.

F. SIGNATURES

When the applicant is someone other than the current property owner(s), the signatures of both the current property owner(s) and the applicant must be provided unless a power of attorney authorization is in effect. If a power of attorney is in effect, a properly executed copy is required to be submitted with this application.

I/We, the undersigned, do hereby certify that all information given above is true, complete and accurate to the best of my/our knowledge, and do hereby request the High Point City Council to take action as sought by this application.

I/We, the undersigned, do hereby understand and acknowledge that if a Conditional Zoning District is requested and approved, the property described in this request will be perpetually bound by the use(s) authorized and the conditions imposed, unless subsequently changed or amended as provided for in Title 9, Chapter 3, of the City Code.

It is further understood and acknowledged that plans for any development to be made pursuant to this zoning map amendment shall be submitted to the City of High Point for review in the same manner as other such plans now required to be approved by the City of High Point.

Property Owner(s) Signature *(Attached additional sheets if needed)*

(Owner Print Name)

(Owner Signature)

(Date)

(Owner Print Name)

(Owner Signature)

(Date)

(Owner Print Name)

(Owner Signature)

(Date)

Applicant Signature *(Only if different from property owner)*

(Applicant Print Name)

(Applicant Signature)

(Date)

Representative Signature

(Representative Print Name)

(Representative Signature)

(Date)

Corporations, Partnerships or other similar entities please include notarized Official Corporate Certification authorizing representative to sign on behalf of the corporation.

OFFICIAL USE ONLY – APPLICANT DO NOT WRITE BELOW THIS LINE.

Received By: _____
(Staff Signature)

(Date)

SPECIAL USE PERMIT INFORMATION SHEET

THE ATTACHED WORKSHEET MUST BE COMPLETED AND INCLUDED WITH ANY SPECIAL USE PERMIT.

1. **Uses:** The applicant must specify the use(s) that will be permitted on the property and may propose other conditions to ensure compatibility between the development and the surrounding area. Only those uses that are allowed in the zoning district to which the Special Use Permit corresponds may be permitted.
2. **Basis for Conditions:** Proposed conditions should be based upon the following:
 - a. Information and feedback received at the required pre-application conference;
 - b. Other City of High Point Department contacts;
 - c. Adjacent and/or similar special use permit requests;
 - d. Desire to mitigate or otherwise address concerns of adjacent property owners, or offset potential impact on adjacent property value or other negative impacts on adjacent properties; and
 - e. Ensure proposed development is in accordance with and otherwise conforms to city plans.
3. **Types of Conditions:** In a Special Use Permit, conditions should not restate existing development ordinance requirements. Conditions may include but are not limited to the following:
 - a. Location of use(s); number of dwelling units and timing of development;
 - b. Location and extent of supporting facilities (parking, driveways, access streets, rights-of-way, etc);
 - c. Location and extent of buffer areas and other special purpose areas;
 - d. Other issues the applicant may propose as conditions upon the request.
4. **Required Findings:** In order to grant a Special Use Permit, the City Council must make four findings of fact based on how the applicant has addressed the requirements of the Development Ordinance: The Special Use Permit shall not be approved by the City Council unless each of the following findings has been made:
 - a. That the use will not materially endanger the public health or safety if located where proposed;
 - b. That the use meets all required standards, conditions and specifications of the Development Ordinance, and any additional restrictions imposed pursuant to Section 9-3-14(d) *Greater Restrictions*.
 - c. That the use will not substantially injure the value of adjoining or abutting property, or that it is a public necessity; and
 - d. That the location and character of the use shall be in harmony with the area in which it is located and in general conformity with the plan of development of the city and its environs.
4. **Greater Restrictions:** In approving a Special Use Permit, the City Council may impose more restrictive requirements, as it deems necessary, in order that the purposes and intent of the Development Ordinance are served.
5. **No Removal of Other Requirements:** No condition(s) shall have the effect of removing or being less restrictive than the requirement of the Development Ordinance. *(Example: a condition to require a greater setback than what is required by the Development Ordinance is permissible; however, a condition to establish a lesser setback than required by the Development Ordinance is not permissible.)*

III. REQUIRED FINDINGS

In order to grant a Special Use Permit, the City Council must make four findings of fact. Please document below how this application addresses these required findings.

- a. That the use will not materially endanger the public health or safety if located where proposed.

(Attach additional sheets if needed)

- b. That the use meets all required standards, conditions and specifications of the Development Ordinance, and any additional restrictions imposed pursuant to Section 9-3-14(d) *Greater Restrictions*.

(Attach additional sheets if needed)

- c. That the use will not substantially injure the value of adjoining or abutting property, or that it is a public necessity.

(Attach additional sheets if needed)

- d. That the location and character of the use shall be in harmony with the area in which it is located and in general conformity with the plan of development of the city and its environs.

(Attach additional sheets if needed)

SIGNATURES

It is understood and acknowledged that if approved by the City Council, this Special Use Permit and accompanying site plan are perpetually binding upon the above described property, regardless of ownership, unless subsequently amended as provided in the Development Ordinance or until a use otherwise permitted in the zoning district is established.

This Special Use Permit shall be valid for a period of eighteen (18) months from the date of City Council approval, unless a different time is expressly stated in such approval. The land use authorized by this Permit must begin, and/or a footing inspection must be approved within this time period, or the Permit shall expire. If the land use authorized by this Permit is discontinued for a period exceeding eighteen (18) consecutive months or is replaced by another land use permitted in the zoning district, then the use shall be deemed abandoned and this Permit shall be null and void and of no effect.

The violation of any condition of this Permit shall, upon conviction, result in the revocation of this Permit and the removal or termination of the land use it authorizes. If for any reason any condition imposed by this Permit is found to be illegal or invalid, then this Permit shall be null and void and of no effect.

The issuance of this Special Use Permit authorizes the filing of an application for a building permit, site plan, subdivision or other development approval as required by the Development Ordinance.

If there are additional property owners, please attach an additional signature sheet with their names and signatures.

Corporations, Partnerships or other similar entities please include notarized Official Corporate Certification authorizing representative to sign on behalf of the corporation.

Owner(s) Signature

Owner(s) Print or Type Name

Address

Owner(s) Signature

Owner(s) Print or Type Name

Address

Owner(s) Signature

Owner(s) Print or Type Name

Address

If there are additional property owners, please attach an additional signature sheet with their names and signatures.

Corporations, Partnerships or other similar entities please include notarized Official Corporate Certification authorizing representative to sign on behalf of the corporation.