

# \$500 FEE, SPECIAL USE PERMIT

(SUP for a telecommunications tower require an additional \$4,000.00 application fee.)

Application No. \_\_\_\_\_

Energov Case No. \_\_\_\_\_



## City of Sanford-Lee County-Town of Broadway SPECIAL USE PERMIT APPLICATION

Circle the Jurisdiction that Applies:

**City of Sanford**

**Lee County**

**Town of Broadway**

### The Special Use Permit Process

A Special Use Permit is necessary when a proposed land use may have some consequences that may warrant review by the Board of Adjustment. This review is to insure there will be no detrimental effects to surrounding properties, nor will it be contrary to the public interest.

In order to apply for a Special Use Permit, a completed application, fee, and all supporting documentation is required to be submitted to the Sanford-Lee County Community Development Department. Information regarding the submittal requirements, deadline dates, and meeting dates is provided in a separate handout specific to each jurisdiction that is available upon request. In order for the Board of Adjustment to grant approval of the Special Use Permit, the applicant must provide all of the information required.

If the Board finds that all approval criteria has been met, they may impose reasonable conditions upon the granting of any Special Use Permit to ensure public health, safety, and general welfare. If the application is approved, the applicant may proceed with securing all required local, state, and federal permits necessary for the endeavor. Failure to follow conditions set in the approval process would result in a violation of the Sanford-Broadway-Lee County Unified Development Ordinance (UDO).

For questions concerning this process, you may contact the Sanford-Lee Community Development Department, Zoning & Design Review Division, on the first floor of the historic Buggy Company Building at 115 Chatham Street in downtown Sanford, N.C. during regular business hours M-F 8:00am to 5:00pm. Staff does require an in person consultation with the applicant and property owner prior to accepting a Special Use Permit submittal so that we can fully explain the process and legalities associated with this request. For additional information or questions you may contact Amy J. McNeill, Zoning Administrator at 919-718-4656, Ext. 5397 or amy.mcneill@sanfordnc.net.

TO THE BOARD OF ADJUSTMENT:

I hereby petition the Board of Adjustment to grant the following Special Use Permit request:

**Applicant Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Property Owner(s) Information:**

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Parcel Information**

Existing Use of Property: \_\_\_\_\_

\_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

\_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Property Location: \_\_\_\_\_

Property Acreage: \_\_\_\_\_ Tax Map and Parcel No. (PIN): \_\_\_\_\_

**Land Use of Adjacent Properties (Provide plat map if available)**

North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_





## **SPECIFIC REQUIREMENTS**

The UDO also imposes specific requirements on the use(s) requested by the applicant. The applicant should be prepared to demonstrate that, if the land is used in a manner consistent with the plans, specifications, and other information presented to the Board, the proposed use(s) will comply with specific requirements concerning the following:

Nature of use (type, number of units, and/or area):

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Accessory uses (if any):

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### **Setback Provisions**

Principle Use:      Front: \_\_\_\_\_      Side: \_\_\_\_\_      Rear: \_\_\_\_\_

Accessory Use:      Front: \_\_\_\_\_      Side: \_\_\_\_\_      Rear: \_\_\_\_\_

### **Height Provisions**

Principle Use \_\_\_\_\_      Accessory Use \_\_\_\_\_

Off street parking and loading provisions: (include calculations)

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Sign provisions: (include sketch drawing with dimensions)

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Provisions for screening landscaping and buffering: (if required, add to site plan)

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Provisions for vehicular circulation and access to streets:

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Adequate and safe design for grades, paved curbs and gutters, drainage systems, and treatment or turf to handle storm waters, prevent erosion, subdue dust:

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**CERTIFICATION**

**I hereby acknowledge that the information contained herein is true and accurate to the best of my knowledge, information, and belief. It is further understood that this application will be reviewed for completeness and accuracy and that it shall not be scheduled for official consideration until all required contents in proper form and the fee made payable to the City of Sanford are submitted to the City of Sanford-Lee County Community Development Department. When/if a Special Use Permit is granted for the proposed land use, I understand that the project must still comply with any/all additional regulatory requirements, such as compliance with the NCDOT Driveway Permit process, the Building Code and Fire Code.**

\_\_\_\_\_  
Signature of Applicant (Print & Sign)  
*This signature to be notarized below.*

\_\_\_\_\_  
Date

STATE OF NORTH CAROLINA  
LEE COUNTY

I, \_\_\_\_\_, a Notary Public for Lee County and State of North Carolina do hereby certify that \_\_\_\_\_ personally appeared before me on this day and acknowledged the due execution of the foregoing Instrument. Witness my hand and official seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(OFFICIAL SEAL)

\_\_\_\_\_  
Notary Public Signature  
My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner (Print & Sign)  
*This signature to be notarized below.*

\_\_\_\_\_  
Date

STATE OF NORTH CAROLINA  
LEE COUNTY

I, \_\_\_\_\_, a Notary Public for Lee County and State of North Carolina do hereby certify that \_\_\_\_\_ personally appeared before me on this day and acknowledged the due execution of the foregoing Instrument. Witness my hand and official seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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