



TOWN OF LILLINGTON SPECIAL USE PERMIT APPLICATION

Planning & Inspections Department
106 West Front Street, PO Box 296 Lillington NC 27546
• phone 910-893-0311 • fax 910-893-3693
lillingtonnc.org

PROCESS INFORMATION:

Submission Requirement: Special Uses Permits are for certain land uses that, because of unique characteristic or potential impacts on adjacent land uses, are not permitted in zoning districts as a matter of right. These uses may be permitted through the issuance of a Spec Use Permit (SUP) after ensuring that the use complies with the SUP approval criteria. No inherent right exists to receive a SUP. Such authorization must be approved under a specific set of circumstances and conditions. Each application and situation is unique and may be subject to specific requirements to mitigate the impacts of the proposed use. Applications requiring a Special Use Permit are noted in Section 3.01.5 and 7.07 of the Lillington UDO. Upon holding a pre-application meeting with the Administrator to discuss the proposed request and to become familiar with the applicable requirements and approval procedures of the town, applicants shall submit Special Use Permit applications to the Planning & Inspections Department.

Public Notification: This is a quasi-judicial process that requires a public hearing and public notification. General notice in newspaper and mailed notice to adjacent property owners shall be required.

Review Process: Per Section 7.07 of the Lillington Unified Development Ordinance (UDO), all applications are to be reviewed for compliance by the Administrator and then forwarded to the Board of Commissioners for consideration. Section 7.07.1.E of the UDO requires the compliance of specific findings of fact in order to grant a Special Use Permit.

FILING INSTRUCTIONS:

- _____ Every applicant for a Special Use Permit is required to meet with the Administrator in a pre-application conference prior to the submittal of a formal application. The purposes of this conference are to provide additional information regarding the review process and assistance in the preparation of the application.
- _____ A petitioner must complete this application in full. This application will not be processed unless all information requested is provided.
- _____ The filing fee. **Town of Lillington fees and charges are subject to change without notice.*
- _____ Each application shall be accompanied by, at minimum, an Existing Conditions Map and Master Plan per Section 7.02.4 of the UDO.
- _____ The petitioner, or his duly authorized agent, shall submit with the application a list of all adjoining property owners, with the current mailing address of each. These adjoining property owners will be notified of the proposed request by the Planning & Inspections Department.
- _____ The application must be signed by the owner or by an authorized agent of the property.

GENERAL PROJECT INFORMATION:

Project Address / Location: _____

Zoning District: _____

Size of Property (in acres): _____

Harnett Co. Tax PIN #: _____

Proposed Building Square Footage: _____

Town Jurisdiction: _____ In-Town Limits _____ ETJ

Existing land use/zoning on adjoining properties:

North: _____

South: _____

East: _____

West: _____

APPLICANT INFORMATION:

Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Property Owner (if different from applicant): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

SPECIAL USE REQUEST:

Special Use Request (Proposed Land Use and Description): _____

Proposed Conditions Offered by Applicant: _____

Section 7.07 of the UDO require the compliance of specific findings of fact in order to grant a Special Use Permit. The applicant shall submit the following statements of justification, presenting factual information supporting each and all the required findings as they relate to the proposed Special Use Permit:

1. Adequate and reasonable mitigation has been provided of potentially adverse effects on adjacent properties through the conforms to the character of the neighborhood, considering the location, type and height of buildings or structures and the type and extent of landscaping and screening on the site.

Statement by applicant: _____

2. The proposed special use permit represents an overall conformance with the adopted goals, recommendations and policies of the Land Use Plan, Official Zoning Map and any other applicable planning documents adopted by the Town.

Statement by applicant: _____

3. There exists adequate infrastructure (transportation, utilities, etc.) to support the proposed use proposed.

Statement by applicant: _____

4. The proposed use will not cause undue traffic congestion or create a traffic hazard.

Statement by applicant: _____

5. The proposed use shall not be noxious or offensive by reason of vibration, noise, odor, dust, smoke or gas.

Statement by applicant: _____

6. The establishment of the proposed use shall not impede the orderly development and improvement of surrounding property.

Statement by applicant: _____

7. The establishment, maintenance or operation of the proposed use shall not be detrimental to or endanger the public health, safety or general welfare.

Statement by applicant: _____

ADDITIONAL INFORMATION AND CHECKLISTS:

1. An application for a Special Use Permit may be filed by the owner of the property or by an agent specifically authorized by the owner to file such application. Each application for a Special Use Permit shall contain, an Existing Conditions Map (may be waived by the Administrator as appropriate) and Master Plan. Other information necessary to show that the use or structure complies with the standards set forth in this ordinance shall also be provided.

2. An Existing Conditions Map is intended to identify existing developed conditions and natural features including, but not limited to, the following:
 - _____ Rights of way
 - _____ Existing structures
 - _____ Cemeteries
 - _____ Bridges or culverts
 - _____ Utilities
 - _____ Driveways & curb cuts
 - _____ Sidewalks, surface parking & loading areas
 - _____ Streets with pavement width
 - _____ Existing easements
 - _____ Natural features such as large stands of trees, water features, special flood hazard area
 - _____ Soils Type
 - _____ Existing topography

3. A master plan is intended to provide a detailed two-dimensional drawing that illustrates all of the required site features including:
 - _____ Buildings & parking areas
 - _____ Streets locations, street sections & new & existing rights-of-ways
 - _____ Property lines and setbacks
 - _____ Required or proposed buffers,
 - _____ Conceptual landscaping
 - _____ All related development calculations (e.g., density, proposed building areas, number of parking spaces, estimate impervious surface) in sufficient detail to show compliance with the UDO ordinance.
 - _____ Detailed engineering drawings such as subsurface utilities (e.g., water and sewer) and on-site stormwater facilities are not required for Master Plans, except that horizontal water and sewer locations shall be indicated as required by the utility provider.

SIGNATURE:

The undersigned property owner, or duly authorized agent/representative thereof certifies that this application and the foregoing answers, statements, and other information herewith submitted are in all respects true and correct to the best of their knowledge and belief, with the understanding that any incorrect information submitted may result in the delay or rescheduling of the required public hearing and may result in the revocation of this application. Special uses that have been granted approval must begin site development within 2 years following approval or the approval becomes invalid. I hereby authorize the Town of Lillington to review this request, visit the site, and contact any appropriate design professional in relation to questions generated as a result of the review.

_____ Applicant Print Name

_____ Applicant Signature

_____ Date

FOR TOWN OF LILLINGTON USE ONLY		
_____ Approval	_____ Denial	Permit Number: _____
Administrator's Signature: _____		Date: _____
Reason for Denial: _____		