



# Non-Residential Special Use Permit

Planning Department  
420 McKinney Parkway  
P.O. Box 65, Lillington, NC 27546  
Phone: (910) 893-7525 Fax: (910) 893-2793

**Total Fee:** \_\_\_\_\_  
**Receipt:** \_\_\_\_\_  
**Date Submitted:** \_\_\_\_\_  
**Meeting Date:** \_\_\_\_\_  
**Case #:** \_\_\_\_\_

## Applicant Information

### Owner of Record:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Phone: \_\_\_\_\_

### Applicant:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Phone: \_\_\_\_\_

## Property Description

PIN(s): \_\_\_\_\_ Acreage: \_\_\_\_\_ acres  
Address/SR No.: \_\_\_\_\_  
Directions from Lillington: \_\_\_\_\_

Deed Book: \_\_\_\_\_ Page: \_\_\_\_\_ Plat Book: \_\_\_\_\_ Page: \_\_\_\_\_  
Zoning District: \_\_\_\_\_ Township: \_\_\_\_\_  
Flood Plain & Panel: \_\_\_\_\_ Watershed Dist: \_\_\_\_\_  
Water:  Public (Harnett County)  Private (Well) Sewer:  Public (Harnett County)  Private (Septic Tank)

## Requested Use:

Special Use for \_\_\_\_\_

## Required Information:

1. Is an Erosion and Sedimentation Control Plan required?  No  Yes  
If yes, is one on file?  No  Yes (Please attach a copy to your application)
2. It is recommended that all non-residential developments have preliminary discussions with NC DOT concerning driveways and other traffic issues for each project. Has this been done?  No  Yes  
Date of Meeting: \_\_\_\_\_ NCDOT Contact: \_\_\_\_\_
3. Is a Driveway Permit required?  No  Yes  
If yes, is one on file?  No  Yes (Please attach a copy to your application)
4. Have you contacted applicable local, state, and federal agencies regarding building, fire, and other possible code compliance issues?  No  Yes

**SKETCH PLAN REQUIRED:** Provide a sketch plan along with application. It is strongly encouraged that sketch plans be prepared by a NC Professional Land Surveyor and that it meet the following (as applicable):

| <b>TITLE BLOCK INFORMATION</b>  |                          |
|---|--------------------------|
| Name of Project & Date (Including all Revision Dates)   | <input type="checkbox"/> |
| Applicant/Owner(s) Contact Information (Name, Address, & Phone)   | <input type="checkbox"/> |
| Surveyor/Engineer Contact Information (Name, Address, & Phone)  | <input type="checkbox"/> |
| Parcel ID Number/Tax ID of Tract(s)   | <input type="checkbox"/> |
| Deed Reference of Tract(s)  | <input type="checkbox"/> |
| Zoning Classification of Tract(s)   | <input type="checkbox"/> |
| Location (Including Township, County, & State)  | <input type="checkbox"/> |
| Flood Plain Depicted & Noted (Zone, Map Number, & Effective Date)                                       | <input type="checkbox"/> |
| Watershed District Noted & Extent of Coverage Depicted  | <input type="checkbox"/> |
| <b>GENERAL REQUIREMENTS</b>   |                          |
| Map Size 22" x 34" & Scale 1"=100' or Larger  | <input type="checkbox"/> |
| North Point, Graphic Scale, & Vicinity Map  | <input type="checkbox"/> |
| Name(s) & Location(s) of Adjacent Property Owner(s) & Use(s)  | <input type="checkbox"/> |
| Existing Boundaries of Tract(s) Showing Bearings & Distances  | <input type="checkbox"/> |
| Gross Acreage of Development  | <input type="checkbox"/> |
| Name(s) & Right(s)-of-way of Streets & State Road Number(s), Including Notation of Public or Private    | <input type="checkbox"/> |
| Name, Location, Width, & Acreage of Additional Easement(s) & Right(s)-of-way Within or Adjacent to Site | <input type="checkbox"/> |
| Building Envelope & Required Setbacks   | <input type="checkbox"/> |
| Existing & Proposed Utilities   | <input type="checkbox"/> |
| Signage Location, Easement, Type, & Size  | <input type="checkbox"/> |
| Existing Structure(s) Located on Site   | <input type="checkbox"/> |
| <b>SITE PLAN</b>  |                          |
| Fire Hydrant(s) & Street Light(s) Noted   | <input type="checkbox"/> |
| Erosion Control Plan Submitted  | <input type="checkbox"/> |
| Hours & Days of Operation   | <input type="checkbox"/> |
| Impervious Surface (% Coverage of Lot)  | <input type="checkbox"/> |
| Hazardous Materials to be Stored on Site  | <input type="checkbox"/> |
| Existing & Proposed Mechanical Areas  | <input type="checkbox"/> |
| Existing & Proposed Trash Containment Areas   | <input type="checkbox"/> |
| Existing & Proposed Utility Areas   | <input type="checkbox"/> |
| Parking Space Typical   | <input type="checkbox"/> |
| Parking Lot Material  | <input type="checkbox"/> |
| All parking areas on site (Based on Type of Business and/or Sq. Ft.)                                    | <input type="checkbox"/> |
| Existing & Proposed Fencing, Screening, Gate(s) and/or Dock(s)  | <input type="checkbox"/> |
| Spillage & Pollution Prevention & Response Methods  | <input type="checkbox"/> |
| <b>BUFFERING REQUIREMENTS</b>   |                          |
| Buffering Regulations (Per Harnett County Zoning Ordinance)   | <input type="checkbox"/> |

## Signatures

I, as the landowner, hereby CERTIFY that the information contained herein is true to the best of my knowledge; and by accepting this Permit (if approved) shall in every respect conform to the terms of this application and to the provisions of the Statutes and Ordinances regulating development in Harnett County. Any VIOLATION of the terms above stated immediately REVOKES this Permit. I further understand this structure is not to be occupied until a CERTIFICATE OF OCCUPANCY is issued. This Permit expires 24 months (2 years) after the date the Permit is granted by the Harnett County Board of Adjustment.

\_\_\_\_\_  
Property Owner(s) Signature

\_\_\_\_\_  
Date

# Written Statement

\*\* Applicant is required to answer the following questions under oath at the Board of Adjustment Meeting – Please print answers \*\*

## Public Convenience & Welfare

1. Why are you requesting this use? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. How will this use benefit the citizens of Harnett County? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## On-site & Surrounding Land Uses

3. How will the use you are requesting affect the surrounding properties, residents and businesses in the area? Describe in detail **why and how** it will or will not affect the surrounding areas? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Utilities, Access Roads, Drainage, etc...

4. Describe the driveway (width and surface) that you will be using to enter and exit the property. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Describe the drainage of this property. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. How is your trash and garbage going to get to the landfill? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Traffic

7. Describe the traffic conditions and sight distances at the State Road that serves the property. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. What is the approximate distance between your driveway and the next nearest driveway or intersection? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## General

9. How many employees will this development employ? \_\_\_\_\_
10. What is the estimated investment of the development? \_\_\_\_\_
11. What experience do you have in the proposed field? \_\_\_\_\_  
\_\_\_\_\_

## Conditions

12. State any conditions that you would be willing to consider as part of the approved Special Use Permit. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. Additional comments the Board should consider in reviewing your application: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Action by the Board of Adjustment

The Board of Adjustment shall approve, modify, or deny the Application for Special Use Permit following the Public Hearing. In granting a Special Use Permit, the Board of Adjustment shall make written findings that the applicable regulations of the district in which it is located are fulfilled. With due regard to the nature and state of all adjacent structures and uses, the district within which it is located and official plans for future development, the Board of Adjustment shall also make written findings that the following provisions are fulfilled:

- 3.1 The requested use **is** in harmony with the surrounding area and compatible with the surrounding neighborhood.
- 3.2 The requested use **will not** materially endanger the public health and safety.
- 3.3 The requested use **will not** substantially injure the value of adjoining property, **or**, alternatively, the requested use **is** or **will be** a public necessity.
- 3.4 The requested use **will** meet all required conditions and specifications.
- 3.5 The requested use **is** in general conformance with the Harnett County Unified Development Ordinance (UDO), Land Use Plan, and other relevant adopted plans.

The Board of Adjustment may impose conditions on special use permits as part of the approval process. Conditions placed on the special use permit must be adhered to as part of the developmental process. Consent to any specified conditions must be received prior to the issuance of any development permits.

**Note: The Board of Adjustment is a "Quasi-Judicial" Administrative Board. Quasi-Judicial means that the Board functions like a Court when proceedings are conducted. Sworn testimony is given, so everyone wishing to speak for or against an application or ask questions about a case must be sworn in. Those persons who cannot be sworn in for religious reasons may be "Affirmed". Land use professionals, including architects and engineers, land use planners, and other agents for the property owner may appear and testify as to factual matters and any expert opinions that they are qualified to present at the Board of Adjustment hearing; however, the presentation of other evidence, including the examination and cross-examination of witnesses, making legal arguments, and the advocacy for approval of the application on behalf of the property owner(s) is the practice of law that may only be performed by a licensed attorney at law.**

**A party wishing to submit a document into evidence must provide a copy to the Clerk during the hearing. Any document submitted into evidence will not be returned to the individual and must be retained by the Clerk as part of the official record of the case. The Board will accept a single copy of a proposed exhibit; however it is strongly recommended that enough copies are provided for each of the five Board members and the Clerk. Photographs, Videos, Recordings, Power Points or other types of evidence that are submitted via an electronic or digital device; must be pre-approved by the Harnett County IT Department prior to the start of the hearing. Personal computers such as laptops or other external media devices not belonging to the County will not be permitted to attach to the County's internal network. Documents cannot be submitted after the close of the hearing.**

**Action taken by this Board is final and cases are not taken to the Harnett County Board of Commissioners for review. Appeals of this Board must be filed with Superior Court. There must be three (3) Board of Adjustment members present at the meeting to hear a request for a Special Use Permit. A concurring vote from the simple majority of the Board shall be necessary to grant a Special Use permit.**

\*\* I have received and read the above statement:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date