



# Conditional Use Application

Case #: **CUP-**

Town of Navassa  
334 Main Street, Navassa, NC 28451  
Phone 910.371.2432 · Fax 910.371.0041  
www.townofnavassa.org

**Application Fee: \$400 ≥ 5 acres  
\$250 < 5 acres**

Date:		
<b>Ownership Information</b>		
Applicant Name:		
Address:		
City:	State:	Zip Code:
Phone#:	Fax#:	
Owner:		
Address:		
Phone #:	Fax#:	
<b>Property Information</b>		
Zoning District:	Parcel Number(s):	
Area or Lot Size (square feet or Acres):		
Requested Use of Property:		

In addition to this application form, the Zoning Ordinance requires applicants to submit a site specific development plan. This plan must describe with reasonable specificity the type and intensity of the proposed use for the parcel or parcels. At a minimum the plan must include the approximate boundaries of the site; significant topographic and other natural features affecting development of the site; approximate location on the site of proposed buildings and other structures, including driveways and parking areas; and the approximate location of all existing and proposed infrastructure on the site, including water, sewer, roads, and pedestrian walkways. The plan must be drawn to scale and the scale must be sufficient to represent the location of existing buildings and other structures on adjacent properties and adjacent roads and access easements.

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The Town requires a conditional use to satisfy the following ten (10) standards. For each standard below, the applicant must explain, with reference to the attached site plan, how the proposed use satisfies these standards. The Planning Board will hold a preliminary hearing and the Town Council will hold a final hearing to determine whether the application sufficiently satisfies these standards.

**Please attach a separate page with your explanations.** Be as detailed as possible.

1. The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare.
2. The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.
3. The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
4. The exterior architectural appeal and functional plan of any proposed structure will not be so at variance with either the exterior architectural appeal and functional plan of the structures already constructed or in the course of construction in the immediate neighborhood or the character of the applicable district, as to cause a substantial depreciation in the property values within the neighborhood.
5. That access roads or entrance and exit drives are or will be sufficient in size and properly located to ensure automotive and pedestrian safety and convenience, traffic flow, and control of access in case of fire or other emergency.
6. That off-street parking, loading, refuse, and other service areas are located so as to be safe, convenient, allow for access in case of emergency, and to minimize economic, glare, odor, and other impacts on adjoining properties and properties in the general neighborhood.
7. That utilities , schools, fire, police, and other necessary public and private facilities and services will be adequate to handle the proposed use.
8. That the location and arrangement of the use on the site, screening, buffering, landscaping, and pedestrian ways harmonize with adjoining properties and the general area and minimize adverse impacts.
9. That the type, size, and intensity of the proposed use, including such considerations as the hours of operation and number of people who are likely to utilize or be attracted to the use, will not have significant adverse impacts on adjoining properties or the neighborhood.
10. That the conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified by the Town Council pursuant to the recommendations of the Planning Board.

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## Owner Statement:

I, \_\_\_\_\_, being the Owner of the parcel(s) indicated on this application request that this Conditional Use Application be placed on the agenda of the Planning Board meeting scheduled for \_\_\_\_\_

I certify that all of the information presented by me in this application is accurate to the best of my knowledge, information, and belief. I authorize the Town of Navassa to place a sign on the property in question for the purpose of alerting the general public of my request, no less than seven (7) days prior to the meeting.

I understand that failure to address any item in this requirement may result in the conditional use not meeting the minimum submission requirements and will be returned to me for revision and resubmission at the next regular review cycle.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Official Use Only

Date Received: \_\_\_\_\_ Fee paid: \$\_\_\_\_\_ Date Paid: \_\_\_\_\_ Date Complete: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

#### Planning Board

Recommended  Recommended with Conditions  Not Recommended  Date: \_\_\_\_\_

#### Town Council

Approved  Approved with Conditions  Denied  Date: \_\_\_\_\_