



## Special Use District Application

### Town of Navassa

334 Main St., Navassa, NC 28451  
Phone 910.371.2432 : Fax 910.371.0041  
www.townofnavassa.org

**Application Fees: Major Rezoning (5 or more acres) - \$600**

**Minor Rezoning (less than 5 acres) - \$300**

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## SUBMISSION GUIDELINES

Applicants are directed to at minimum review *Article 5 – Special Use Districts*, *Article 8 – General District Requirements*, and *Article 9 – Additional Development Standards for Individual Uses* from the Navassa Zoning Ordinance prior to submitting an application for the Town to review. Please read this application thoroughly before completing. Please print or type all information on this form or attach as necessary.

### Application Requirements:

The petitioner shall attach to this application a narrative document that at a minimum provides the following:

- The project name;
- A detailed description of the land use or uses proposed;
- A description of how the land use or uses proposed conform to the intent of the zoning district and all applicable plans that have been adopted by the town;
- A description of the conditions or restrictions proposed by the applicant and an explanation of how each condition or restriction is intended to ensure that the proposed use or uses will be in harmony with adjacent properties;
- Any other information the Zoning Administrator, Planning Board or Town Council requests.

### Site Plan Requirements Pursuant to Section 16.2(2)(C) of the Zoning Ordinance:

The applicant shall submit a site plan requiring the seal of a professional engineer, architect, or landscape architect, except surveyors may also seal plans for projects that do not include any engineering stormwater control structures. The site plan shall depict, at minimum, the following information:

- Map data including the name of development, north arrow, scale (including a bar scale), date of preparation, name of preparer, and legend.
- A location map that shows the project in relation to the larger planning area.
- The names, addresses, and telephone numbers of owners, mortgages, registered surveyors, land planners, architects, landscape architects, and professional engineers responsible for the development.
- Existing and proposed environmental features of the site, including (where applicable): historic sites, flood zones, streams, ponds, rivers, natural cover (wood, pasture land, etc.), wetlands, significant natural heritage areas, any brownfield or hazardous waste sites, contaminated areas, and underground storage tanks.
- Contour lines shown as dotted lines at no more than two (2) foot intervals (this may be modified by the Zoning Administrator depending upon topography).
- The location, size, and dimensions of all recreational areas and areas intended to remain as permanent open space, clearly indicating whether such open space areas are intended to be offered for dedication to the public.



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- Utilities including: water, sewer, electric, power, septic systems, telephone, and related easements.
  - Dimensions and layouts of all parking and loading areas including properly designated handicapped spaces.
  - Public and private streets and alleys, including planned points of ingress and egress. Driveway approval procedures as required by the NC Department of Transportation shall be initiated.
  - Stormwater structures and conveyances.
  - The location and dimensions of all structures including, free standing signs, the number of dwelling units the building is designed to accommodate (if applicable), the height and number of stories of the structures.
  - Lighting plan.
  - All proposed sidewalks, trails, bike paths, and pedestrian paths.
  - A Landscaping Plan (*Article 12 of Zoning Ordinance*), Monumental Tree Survey (*Section 14.5 of Zoning Ordinance*), and a Tree Preservation and Protection Plan (*Section 14.6 of Zoning Ordinance*).
  - The location of dumpsters and sanitation facilities.
  - The location of any existing or proposed roads, bike paths, sidewalks, trails, greenways, or parks that appear in any plans adopted by the Town, County, or State.
  - Legal features including: the zoning of the property and adjacent properties, zoning district lines, property lines, project phase lines (if applicable), street rights-of-way, and lot dimensions.
  - In addition to the information required above, manufactured home parks shall provide the following information on the site plan: location of all manufactured home spaces with dimensions, location of park office, all recreation and convenience areas including parks, laundry facilities, swimming pools, etc.

**Note:** The Zoning Administrator may, in writing, exempt the applicant from meeting any plan requirement which is clearly inapplicable to the proposed use.

**List additional information requested by planning staff below:**



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<b>Date of Completed Application:</b>		
In accordance with the requirements of the <i>Town of Navassa Zoning Ordinance</i> , there is submitted herewith for approval an application for the following SUD.		
<b>APPLICANT INFORMATION</b>		
<b>Applicant Name:</b>		
<b>Mailing Address:</b>		
<b>City, State, Zip:</b>		<b>Email:</b>
<b>Phone:</b>	<b>Fax:</b>	<b>Mobile:</b>
<b>OWNERSHIP INFORMATION</b>		
<b>Property Owner(s):</b>		
<b>Mailing Address:</b>		
<b>City, State, Zip:</b>		<b>Phone:</b>
<b>SUBDIVISION INFORMATION</b>		
<b>Project Name:</b>		<b>Parcel #(s):</b>
<b>Location of Property:</b>		
<b>Number of proposed lots:</b>		<b>Minimum Lot Size (square feet):</b>
<b>Current Zoning:</b>		<b>Maximum Lot Size (square feet):</b>
<b>Total Acreage of Project:</b>		<b>Average Residential Lot Size (square feet):</b>
<b>Acreage in recreation and/or open space:</b>		<b>Home Owners Association?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

### INFRASTRUCTURE:

**Roads:** Public  Private  Both

(If you checked "Public," provide the total gross linear footage of all public roads below)

Total Linear Feet: \_\_\_\_\_

Sidewalk Provided:     Yes     No

Streetlights Provided:     Yes     No

