



CITY OF WHITEVILLE CONDITIONAL USE PERMIT APPLICATION GUIDELINES

1. A pre-application meeting with the Director of Planning must be set up prior to application submittal.
2. A complete conditional use permit application must be received by the Director of Planning the 15th of the month prior to the month in which the case will be heard before the Planning & Zoning Board meeting.
3. All applications must be submitted with:
 - A. A non-refundable application fee per City of Whiteville Fee Schedule.
 - B. A plat of survey or other map showing the location and dimensions of the subject property.
 - C. Any additional information required by the Director of Planning determined at the pre-application meeting.
4. The City of Whiteville Planning & Zoning Board first reviews the conditional use permit request. The Planning & Zoning Board then makes a recommendation to the City Council. The Council then will conduct its own public hearing on the request. The Council has the final determination in such requests.
5. Planning & Zoning Board meetings are normally held the 1st Monday of the month at 12:30 pm at City Hall.
6. Planning & Zoning Board policy requires attendance of the applicant or his/her Representative at the Planning & Zoning Board public hearing.



**CITY OF WHITEVILLE
CONDITIONAL USE PERMIT
APPLICATION**

FEE \$ _____

PETITION # _____

RECEIPT # _____

DATE REC'D _____

1. OWNER INFORMATION

Petitioner: _____

(Person who will get mailings)

Address: _____

Telephone _____ Fax _____

Email _____

Owner: _____

(If different from above)

Address _____

Telephone _____ Fax _____

2. LOCATION OF PROPERTY

Street Address or General Location _____

I hereby petition the City Council to issue a CONDITIONAL USE PERMIT for use of the above referenced property as follows:

The applicant must attach a site plan showing the proposed location and size of the building(s), parking, signage, location and dimension of the parcel and other information that may be useful to the planning and zoning board and city council in determining if the proposed use is appropriate for the location.

3. STANDARDS

The zoning ordinance imposed the following STANDARDS on the use requested by the applicant. Under each requirement, the applicant should explain, with reference to attached plans, where applicable, how the proposed use satisfies these standards:

STANDARD (A): The establishment, maintenance, or operation of the conditional use will not be detrimental to or endanger the public health, safety and morals, comfort, or general welfare.

Statement by Applicant: _____

Statement by Staff: _____

STANDARD (B): The conditional use will not be injurious to the use and enjoyments of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.

Statement by Applicant: _____

Statement by Staff: _____

STANDARD (C): 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.

Statement by Applicant: _____

Statement by Staff: _____

STANDARD (D): 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.

Statement by Applicant: _____

Statement by Staff: _____

STANDARD (E): That adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided.

Statement by Applicant: _____

Statement by Staff: _____

STANDARD (F): Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

Statement by Applicant: _____

Statement by Staff: _____

STANDARD (G): The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except such regulations may, in each instance, be modified by the City Council pursuant to the recommendations of the Planning and Zoning Board.

Statement by Applicant: _____

Statement by Staff: _____

Prior to granting a conditional use, the Planning and Zoning Board may recommend, and the City Council may stipulate conditions and restrictions upon the establishment, location, construction, maintenance and operation of the conditional use as deemed necessary for the protection of the public interest. The following requirements are requested by the Planning and Zoning Board (to be completed by staff):

Signature of Applicant

Date

Signature of City Planner

Date

Owner's Authorization for Agent

NOTE: IF THE APPLICANT REQUESTING DEVELOPMENT APPROVALS OR PERMITS FOR A PARTICULAR PIECE OF PROPERTY IS NOT THE ACTUAL OWNER OF THE PROPERTY, THE ACTUAL OWNER MUST COMPLETE THIS FORM. IF THE PERSON WHO IS REQUESTING THE APPLICATION IS THE OWNER, PLEASE DISREGARD THIS FORM.

I am (We are) the owner(s) of the property located at _____.

I (We) HEREBY AUTHORIZE _____ TO ACT ON MY/OUR BEHALF to appear with my consent before the Whiteville City Council, Whiteville Zoning Board of Adjustment, and/or Whiteville Planning Board in order to request approval(s) for development and/or use of those lands described within the attached application, and as described in the attached deed or other such proof of ownership as may be required, or other action pursuant to one or more of the following:

- | | |
|---|--|
| <input type="checkbox"/> Rezoning Request | <input type="checkbox"/> Administrative Appeal |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Zoning Variance |
| <input type="checkbox"/> Text Amendment | |

I authorize you to advertise and present this matter in my name as the owner of the property. If there are any questions, you may contact me at address _____ or by telephone at _____.

BY: _____
Signature of Owner

Print Name

Telephone Number

Signature of Owner

Print Name

Telephone Number

WITNESS: _____
Signature of Witness

Print Name

Telephone Number