



APPLICATION FOR SPECIAL USE PERMIT

<i>Office Use Only</i>
Date Rec'd: _____
Rec'd by: _____
Amount Paid: \$ _____

Town of Oak Island • 4601 E. Oak Island Drive, Oak Island, NC 28465 • Phone: (910) 201-8001

All applications for a special use permit must be complete and accompanied by the permit fee of \$500 payable in cash or by check made to the Town of Oak Island. Applicants will not be responsible for any additional cost of public notices. All fees must be paid in full before a permit is issued and before an application is submitted for review by the Town Council. Applicants are responsible for attending the necessary Town Council meetings where this application will be considered.

In accordance with the Town of Oak Island Code of Ordinances, the purpose of this division is to allow for those uses that have the potential of being incompatible with adjacent land uses. For this reason, special consideration shall be given to those uses listed as special uses in the zoning districts as listed in Article 6 of the Unified Development Ordinance.

The reasons for requiring such special considerations involve, among other things, the size of the area required for the development of a use, the effect such uses have on any adjoining land uses and on the health, safety, and general welfare and development of the community. Approval of a special use permit does not provide a binding precedent to grant other special uses. A special use is not transferable from one parcel of land to another. All special uses must satisfy all standards applicable in the ordinance.

The application must be reviewed by town staff before the application can be placed on the agenda. Please consider that review time before submitting your application. Applications will not be considered as accepted for review unless all required information is provided.

Section A: Property Information

Applicant Name: _____

Project Name: _____

Property Address: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Email: _____

Existing Zoning District: _____

Section C: Special Use Standards

In order to approve a Special Use Permit, the Town Council must hold a quasi-judicial hearing and find, based on the competent evidence presented, that the application adequately satisfies the special use standards identified in Section 4.9 of the Unified Development Ordinance. You are encouraged to attach any documentation supporting how the proposed project satisfies the following standards, including a statement describing separately for each standard in significant detail the facts and arguments you intend to present to the Board during the hearing. The ordinance mandates the following items be met to approve a Special Use Permit as well as any other specific standards to the land use that may apply.

4.9.3.6. The Town Council shall issue a special use permit if it has evaluated an application through a quasi-judicial process and determined that:

- 1.** The use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved by issuance of the special use permit.
- 2.** The use meets all required conditions and specifications.
- 3.** The use will not substantially injure the value of adjoining property, or that the use is a public necessity.
- 4.** The location and character of the use if developed according to the plan as submitted and approved will be in harmony with the area in which it is to be located and in general conformity to the land use plan.

Section D: Special Use Application Requirements

Each application for a special use must include:

- An application fee of \$500.00 plus in cash or check made payable to the Town of Oak Island.
 - 4 24"X36" hard copies and one digital copy of Site/Landscaping Plan Application with required plans containing all required information from the Unified Development Ordinance. See below for required information.
- A key map of the site with reference to surrounding areas and existing street locations.
 - The name and address of the owner and site plan applicant, together with the names of the owners of all contiguous land and of property directly across the street as shown by the most recent tax records.
 - Parcel Identification Numbers (PIN) for site and adjacent properties.
 - Deed book and page reference demonstrating ownership of property.
 - Lot line dimensions.
 - Location of all structures, streets, entrances, and exits on the site, on contiguous property, and on property directly across the street.
 - Location of all existing and proposed structures, including their outside dimensions and elevations.
 - Building setback, side line, and rear yard distances.
 - Location of flood zones.
 - All existing physical features, including watercourses, existing trees greater than six inches in diameter measured 4½ feet above ground level, and significant soil conditions.
 - Topography showing existing and proposed contours at no greater than four-foot intervals. All reference benchmarks shall be clearly designated.
 - The zoning of the property, including zoning district lines, where applicable.
 - Property lines of the tract to be developed (with dimensions identified), adjacent property lines (including corporate limits, Town boundaries, and county lines).
 - Parking, loading, and unloading areas shall be indicated with dimensions, traffic patterns, access aisles, and curb radii per the requirements of Article 10, Part III.
 - Improvements such as roads, curbs, bumpers, and sidewalks shall be indicated with cross-sections, design details, and dimensions.
 - Types of surfaces for drives, sidewalks, parking areas; location of any existing water or sewer lines on or adjacent to the parcel; and proposed provisions for sanitary sewage and stormwater.
 - Location and design of existing and proposed stormwater systems, sanitary waste disposal systems, water mains and appurtenances, and method of refuse disposal and storage.
 - Underground utility lines, including water, sewer, electric power, telephone, gas, cable television.
 - Impervious surface areas with area dimensions.
 - Aboveground utility lines and other utility facilities.
 - Utility or other easement lines.
 - Fire hydrants.
 - The location and dimensions of all recreational areas.
 - The location of all common areas.
 - The location and dimensions of all areas intended as usable open space. The plans shall clearly indicate whether such open space areas are intended to be offered for dedication to public use or to remain privately owned.

- Landscaping and buffering plan showing what will remain and what will be planted, indicating names of plants, trees, and dimensions, approximate time of planting, and maintenance plans per the requirements of Article 10, Part I. The plan shall include the tree line of wooded areas and individual trees 18 inches in diameter or more, identified by common or scientific name.
 - Proposed site lighting in compliance with Article 10, Part V.
 - Location, dimensions, and details of signs per the requirements of Article 10, Part IV.
 - Location of dumpsters and screening as required by Article 10, Part I.
 - North arrow.
 - Location of all 404 wetland areas.
 - Location of detention/retention ponds and screening as required by Article 10, Part I.
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- A notarized letter of authorization if acting as the agent for the property owner(s).
 - Copies of a detailed project narrative describing the proposed use, site, and nature of the request
 - Any other information deemed necessary by Development Services