

Special Use Permit Checklist

- The special use permit may expire and become null and void after two years after the date of issuance
- A special use and associated site plan approval are perpetually binding and run with the land.

Required Documents

1. Special Use Permit Application
2. Site Plan
3. Any state required permits

If needed Site Plan Checklist	
1. Title of Development	
2. Name and Address of Owner/Developer	
3. Person or Firm Preparing Plan	
4. Vicinity Map 1" = 2000' or larger than 2000' showing principle roads	
7. Date of Plan	
8. Site Information Parcel Identification Number	
9. Total acreage	
10. Zoning District and Setbacks of property	
11. List of All Impervious Areas with Uses	
11. Gross Floor Area of all Buildings	
12. FIRM (Flood Insurance Rate Map) Data (151.3.8.3.C.2.b)	
13. Areas of environmental concern include the following statement: "This property does/does not contain 404 Jurisdictional Wetlands"	
13. List Landscaping Site Requirements/Buffers	
14. Open Space Requirements: Listed and Shown	
Plan Sheets Identify Location, Arrangement and Dimensions of the following	
1. Engineering Drawing Scale Ratio	
2. Include Legend (s) and North Arrow	
3. All Buildings with outside Dimensions	
4. Curb and Gutter Alignment	
5. Any Street Widening	
6. All Public Utility Lines (Water, Sewer, Storm) denoting size within adjacent ROW and easements	
7. Easements and ROW as determined by NCDOT	
8. Public and Private Drainage/Utility easements	
9. Water tap (s) denoting size of line (s) or well area	
10. Sewer Tap (s) denoting size of line (s) or septic area	
11. Existing and proposed Fire Hydrants	
12. Electrical service connection (s), and pole (s)	
13. Vehicle entrances, exits, drives and fire lands	

14. Automobile Parking Spaces (width of aisles/bays, angle of parking, total number) Table 5.6.4 Minimum off street Parking spaces required	
15. Truck Unloading docks, ramp, spaces	
16. Refuse Collection Container (Dumpster)	
17. Fences, walls docks and pools	
18. Ramps, patios, and surfaced areas	
19. Sight distance triangle: 10' x 70' at the intersection of all public right-of-way lines and 10' x 35' at the intersection of a right-of-way and driveway	
20. Screening/landscaping plan: Species directory shall be required showing plants with common names, sizes and numbers of plants and trees	
21. Street Names	
22. The Lot is already served by a NCDOT-maintained roadway or a right-of-way constructed to and maintained in accordance with NCDOT standards	
22. Details of Outdoor display/sales areas (Show on site plan)	
Additions to Existing Property Identify (Location, Size, Dimensions)	
1. Property Lines with Metes and bounds description showing dimensions, bearings and distances of the property	
2. Existing Structures and Conditions	
3. Ditches, canals, streams, ponds and water courses	
4. Bridges, culverts, and storm drainage pipes	
5. Wooded Areas, Swamp, Floodplains , Water Courses	
6. CAMA Wetlands, 404 Wetlands	
7. All Existing Utility lines and utility structures	
8. Water lines, septic systems, and wells	
9. Paths, streets, roads	
10. All Easements and rights-of-way	
11. Existing Cemeteries	
13. Contour intervals of 2 feet flood elevation data and soils type	
Plan Sheets	
1. Certified Stormwater Management/Drainage Plan	
2. Landscaping Plan Details: showing all buffers (UDO Article 5.9)	
3. Signage Plan Details: showing all signs (UDO Article 5.14)	
Commercial Design Standards applied to Bldg Facades visible from streets (UDO Article 5.1.2)	
1. Is the new commercial development (VR, VC, CC, MC, or HC?)	
2. Does redevelopment exceeds 25% of assessed value?	
3. Mechanical Equipment, solid waste & recycling storage in rear or side screened	
4. Exterior Building Material, Brick, Stone, Concrete, Tinted & Textured Concrete Units, High Quality Siding (Wood, Shingles, Clapboard Cementitious), Transparent Windows/Doors	
5. Color of building-not overly neon (bright) less the 15% of facade	
6. No portion visible from street –unfaced concrete, corrugated/sheet metal	
7. Meets Commercial Building Mass Requirements (UDO Article 151.5.1.2.D.4.b)	
8. Meets Parking Requirements (UDO Article 151.5.6.4)	
9. Meets Driveways Requirements (UDO Article 151.5.7.7)	
Mixed Use Buildings	
1. UDO Article 151.5.1.3 Mixed Use Design Standards met	

Water and Sewer Systems	
1. Approval Letter by Appropriate Agency for County Water System	
2. Approval Letter by Appropriate Agency for County Sanitary Sewer System	
3. Approved Health Department Septic System Perk Test	
Additional Documentation-if Applicable	
1. Approval Letter for Drainage Plan from County Engineer	
2. Approved Erosion and Sediment Control Permit from State	
3. Approved Storm water Permit from State Approval	
4. NC Department of Transportation Approval	
5. Coastal Area Management Act (CAMA) Permit	
FEES	
1. Application fee	
2. Stormwater Management Fee –Drainage Plan Fee (escrow account)	
3. Water connection fee	
4. Sewer connection fee	

11/17/2020