

County of Moore Planning and Inspections



Inspections/Permitting: (910) 947-2221
Planning: (910) 947-5010
Fax: (910) 947-1303

SPECIAL USE PERMIT APPLICATION PACKET

Step 1. Pre-Application Meeting with Planning Staff

The applicant must schedule a pre-submittal meeting with Planning Staff to discuss the preliminary assessment of the request, adopted plans, and process. The applicant should provide a sketch plan for the pre-application meeting.

Step 2. Project Review Team Meeting with County Staff

The applicant needs to schedule a meeting with County Staff to discuss local and state approval processes and the projected infrastructure needs.

Step 3. Application Submittal

The applicant must submit a complete application packet on or before the submittal deadline. This includes:

- Application Fee \$400 plus postage for adjacent properties.
- A Site Specific Development Plan.

Step 4. Administrative Review

Planning Staff will review the request and provide the following public notifications prior to the Board of Commissioners meeting / quasi judicial hearing:

- All adjacent property owners will be notified by certified mail return receipt.
- A sign will be posted on the property visible from the nearest public road.

Step 5. Board of Commissioners Meeting—Call To

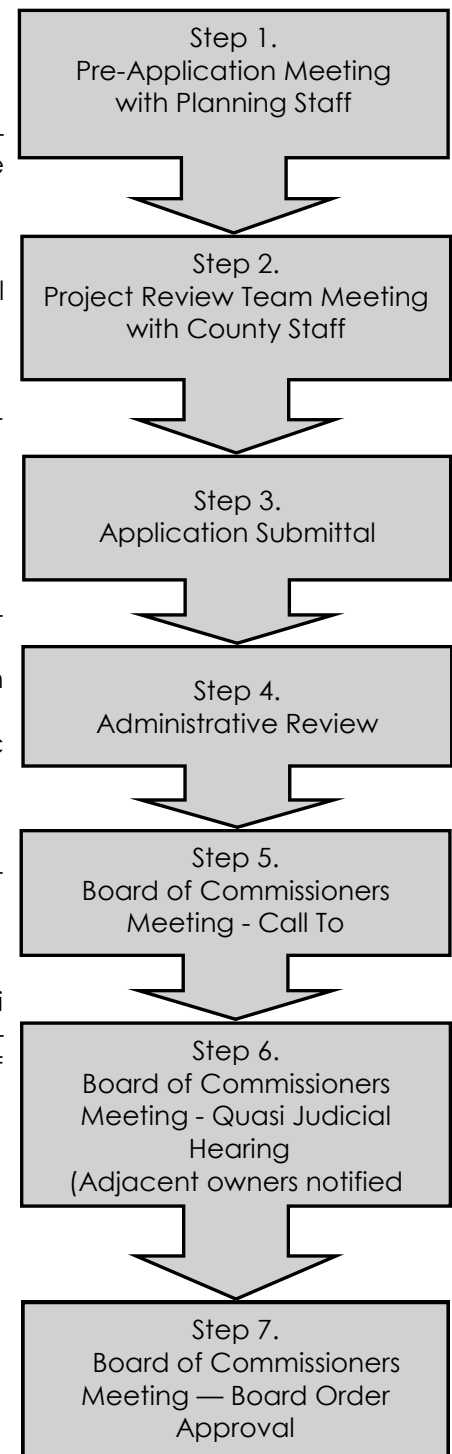
Planning Staff will present the request to the Board of Commissioners to schedule a Quasi Judicial Hearing. Applicant need not be present at this meeting.

Step 6. Board of Commissioners Meeting—Quasi Judicial Hearing

Planning Staff will present the request to the Board of Commissioners. A quasi judicial hearing will be held. It is **highly recommended** that the applicant attend the meeting to answer any questions raised at the meeting. The Board of Commissioners will make a final decision.

Step 7. Board of Commissioners—Board Order Approval

The Board Order will be placed on the consent agenda for approval. Applicant need not be present at this meeting.



Application Submittal Deadlines / Meetings

A date and location for a quasi judicial hearing will be set (subject to change) once a complete application is submitted to the Planning Staff. * Indicates date change due to holiday.

<u>Application Deadline</u>	<u>BOC Call To</u>	<u>BOC Quasi Judicial Public Hearing Dates</u>
Friday, June 16, 2023	Tuesday, August 1, 2023	Tuesday, August 15, 2023
Friday, July 21, 2023	Tuesday, September 5, 2023	Tuesday, September 19, 2023
Friday, August 18, 2023	Tuesday, October 3, 2023	Tuesday, October 17, 2023
Friday, September 22, 2023	Tuesday, November 7, 2023	Tuesday, November 21, 2023
Wednesday, November 22, 2023*	Tuesday, January 9, 2024	Tuesday, January 23, 2024
Friday, December 22, 2023	Tuesday, February 6, 2024	Tuesday, February 20, 2024
Friday, January 19, 2024	Tuesday, March 5, 2024	Tuesday, March 19, 2024
Friday, February 16, 2024	Tuesday, April 2, 2024	Tuesday, April 16, 2024
Friday, March 22, 2024	Tuesday, May 7, 2024	Tuesday, May 21, 2024
Friday, April 19, 2024	Tuesday, June 4, 2024	Tuesday, June 18, 2024

Site Specific Development Plan

Chapter 4.2 of the Moore County Unified Development Ordinance.

A site specific development plan includes:

1. Dimension of property (front, side, and rear property lines)
2. Dimensions and locations of any existing or proposed buildings and signs
3. Existing and proposed uses of building(s) and/or land
4. Non-residential floor plans
5. Existing and proposed street right-of-ways and/or easements
6. Current and /or proposed setbacks from property lines, easements, and ROWs
7. Dimensions and locations of driveway, parking lots, and parking spaces
8. Dimensions and location of loading and unloading areas
9. Existing and proposed utilities
10. Non-residential screening plan
11. Significant natural features including floodplain, wetlands, lakes, streams, etc.
12. Existing and proposed impervious surface percentages
13. Location of any stormwater control devices, any stormwater control plans, and the name of the certifying engineer
14. Phasing plans
15. Any other information which the Administrator deems necessary as required per local, state, or federal law.

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Special Use Permit Application

Application Date:			
Location/Address of Property:			
Applicant:			Phone:
Applicant Address:	City:	St:	Zip:
Owner:			Phone:
Owner Address:	City:	St:	Zip:
Current Zoning District:	Proposed Use:		
Comments:			
<p>I (We), the undersigned, certify that all statements furnished in this application are true to the best of my (our) knowledge, and do hereby agree to follow all reasonable requests for information as designated by the County of Moore Zoning Administrator.</p>			
_____ Applicant/Owner Signature			_____ Date
_____ Applicant/Owner Signature			_____ Date
Office Use Only:			
PAR ID: _____			
_____ Received By			_____ Date