



CONDITIONAL/SPECIAL USE APPLICATION

CITY OF LENOIR PLANNING DEPARTMENT

CITY HALL • 801 WEST AVENUE NW • PO BOX 958 • LENOIR, NC 28645

For questions about this application form or approval process, please contact the Planning Department at 828.757.2200 to schedule a pre-application meeting. **Conditional/Special Use Permits are quasi-judicial. Do not discuss this application with any member of the Planning Board or the City Council.** The public will be notified of this request and invited to participate and provide testimony at the Planning Board and City Council meetings.

Submittal Checklist:

Application Form with Justification Statements (next page)

Application Fee (Communication Tower: \$2500, All Others: \$250 — cash or check payable to City of Lenoir)

Site Plan (see appendix A)

Architectural Elevations (see appendix A)

Other Requested Information: _____

Property Information:

Property Address: _____ NC PIN: _____

Zoning District: _____ Current use of subject property: _____

Proposed use of subject property: _____

Sub-Type*: Related to SUD _____ Communication Tower _____ Mobile Home Park _____

*Please refer to supplemental application sheets for more information.

Contact Information:

Name of Applicant

Name of Property Owner (and authorized agent if corporate-owned)

Street Address

Street Address

City State Zip

City State Zip

Phone Number:

Phone Number:

Email:

Applicant's Signature:

I certify that I have full authority to act on behalf of the owner and that all of the information presented by me in this application is accurate to the best of my knowledge, information, and belief.

Property Owner's Signature:

By signing, I authorize _____ ("Applicant") as my representative to request the land development approval on the real property listed in this application, and give full and complete permission for the Applicant to act on my behalf.

OFFICIAL USE ONLY:

Case Number: _____ Received : _____ PB meeting: _____ CC Meeting: _____

Advertised On : _____ and _____ Final Action of CC: _____ Conditions? Yes/No (see minutes)

The Planning Board shall not recommend and the City Council shall not grant a request for a Conditional/Special Use unless the requested use is (1) not detrimental to the public health or general welfare; (2) is appropriately located with respect to transportation facilities, water supply, fire and police protection, waste disposal and similar services; and (3) will not violate neighborhood character and not adversely affect surrounding land uses. **To that end, the ordinance specifies criteria and standards that, when satisfied, allow the granting of the Conditional/Special Use. In the spaces below, provide your responses as to how you believe your proposed project satisfies each of the standards. (Attach additional sheets as necessary.)**

The Planning Board and City Council must find that ALL of the standards are met and may impose specific conditions to assure that the proposed use and its location will be harmonious with the area in which it is located and with the spirit of the zoning ordinance and to insure that the proposed use will not be detrimental to surrounding environment and property values.

Criteria for CUP/SUP approval

The proposed conditional use/special use will comply with all height, yard, lot and area requirements and other regulations for the district in which it is located unless otherwise specified.

All driveways will be designed with respect to such matters as proper ingress and egress for automobiles in order to minimize traffic congestion and increase pedestrian safety and conveniences.

Off-street parking will be provided in compliance with Section 1000 and off-street loading will be provided in compliance with Section 1001 of Lenoir’s Zoning Ordinance.

The establish of the conditional or special use will not hinder the normal and orderly development and improvement of surrounding property for uses already permitted in the district.

Any required screening and landscaping will be designed or planted with full consideration of the effectiveness of individual plant types, dimensions, and characteristics in minimizing the noise, glare, visual impacts and other economic effects on adjoining properties.

Any permitted signs and proposed exterior lighting will be designed to reduce glare and to mitigate any adverse effects of sign size and height; so as to make the signs aesthetically pleasing and compatible with adjoining properties.

The exterior architectural appearance and function plan of any proposed building or structure will not vary greatly from any buildings or structures already constructed or in the course of construction in the immediate vicinity or from the character of the applicable district, so as to cause a substantial depreciation in the property values of the immediate vicinity.

The type, size, hours of operations, location of the use upon the site, and intensity of the proposed conditional or special use will not be harmful or annoying to surrounding properties.

APPENDIX A: GENERAL SITE PLAN REQUIREMENTS

All site plans for multi-family, institutional, commercial, and industrial development should show the following information, except as exempted by Planning Director. This form is intended to be an information tool and may not be exhaustive of every requirement of development. Please contact the Planning Department at 828.757.2200 to inquire about specific circumstances.

- General information:
 - Map scale (ex. 1" = 100')
 - Owner's Name
 - North arrow
 - Property lines
 - Vicinity Map

- Site Development information:
 - Parking layout including space count
 - Ingress and egress (driveways)
 - Loading and unloading areas
 - Landscaping plan with species and size noted
 - Pedestrian Walks
 - Location of refuse containers
 - Sign types and locations
 - Topographic information
 - Fill (compaction test)
 - Soil erosion measures
 - General lot design
 - Floodplain information

- Structural Information
 - On-site location
 - Exterior dimensions
 - Elevation of structure at floor level
 - Flood-proofing measures

- Utilities Information
 - Water connections
 - Sewer connections
 - Lot drainage
 - Piping (storm drainage, etc.)
 - Location/dimensions of all easements and ROW

- Architectural Design information
 - Materials and colors for each side of building
 - Largest distance between required architectural features in elevation
 - Largest distance between required architectural features in plan view
 - Number and type of architectural features
 - Roof plan
 - Floor area ratio, open space ratio, livability space ratio, and recreation space ratio

- Other Information: _____

Please provide ____ full size copies and ____ reduced size copies (11" x 17" or smaller) of each sheet, and a CD with pdf documents of each sheet submitted

- SOME PROJECTS REQUIRE ADDITIONAL REVIEW**
- Stormwater Review** — Any new development that results in 24% of "built upon area" on a parcel or increases impervious surface by 20, 000 sq. ft. must be reviewed by the Stormwater Administrator (Planning Department)
 - Floodplain Development** — Any development activity (including fill/grading) in a special flood hazard area requires a floodplain development permit.
 - Driveway Permits** — new curb cuts require review and approval by the City and/or NC DOT.
 - Building/Mechanical/Electrical Review** — Most construction activities require building permits (Caldwell County Building Inspections—828.426.8585)
 - Privilege License** — All businesses require a yearly privilege license for the City of Lenoir in order to operate. (First Floor, City Hall)

- Commonly Requested Ordinance Citations**
- ⇒ **Sec. 712:** Buffering and Screening (landscaping)
 - ⇒ **Sec. 714:** Design standards for non-residential structures in R-R, R-20, R-15, R-12, R-9, R-6, O&I, B-2, B-4, and B-7 zoning districts
 - ⇒ **Sec. 811.11:** Design standards for all development in B-3 (Central Business District).
 - ⇒ **Sec. 816.6:** Design standards for all development in B-5 (Neighborhood Mixed Use — N. Main St.).
 - ⇒ **Sec. 817.5-12:** Design standards for non-residential development in B-6 (Exclusive Business District).
 - ⇒ **Article X:** Parking and loading requirements
 - ⇒ **Article XI:** Sign Regulations
 - ⇒ **Article XII:** Planned residential developments and multi-family developments.