

**SPECIAL USE PERMIT  
APPLICATION**

**Fee: \$321.00**



**Greg McCoy**  
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**Fax: (252) 636-2146**

Applicant: \_\_\_\_\_ Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Legal relationship of applicant to property: \_\_\_\_\_

Purpose of application: \_\_\_\_\_

\_\_\_\_\_

Property location: \_\_\_\_\_

Tax Map \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Lot Size \_\_\_\_\_ Total square feet \_\_\_\_\_ Zoning District \_\_\_\_\_

No. of Buildings Existing \_\_\_\_\_ Gross Floor Area Existing \_\_\_\_\_

No. of Buildings Proposed \_\_\_\_\_ Gross Floor Area of Proposed Buildings \_\_\_\_\_

Total Square Footage of Land to be Disturbed \_\_\_\_\_

Estimated Cost of Project \$ \_\_\_\_\_

- **List all required site plans, specifications and documents included as exhibits to this application.**
- **Fifteen (15) copies of the site plan must be submitted with application.**

_____	_____
Signature	Date
_____	_____
Signature	Date

**Applications to be considered must be submitted 21 days prior to the Board of Adjustment meetings, which are held on the last Monday of each month.**

**Notarized written permission authorizing the request shall be provided if the applicant is not the owner of the property (the form is attached).**

Purpose of Special Use:

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Although the application may be found to comply with all the provisions of the Ordinance, the Board may still deny the Special Use Permit if it concludes, that if approved as proposed, the development:

- a. Will materially endanger the public health or safety;
- b. Will substantially reduce the value of adjoining or abutting property;
- c. Will not be in harmony with the character of the particular neighborhood or area in which it is to be located;
- d. Will not be in general conformity with the Land Use Plan, Thoroughfare Plan, or other plan officially adopted by the City of New Bern; or

**Please respond to the following questions. Answers should be supported by facts when possible. At the hearing, the Board will determine whether the applicant has submitted competent, material, and substantial evidence showing that the requirements of each part have been met.**

1. The proposed use will not materially endanger the public health or safety of residents and owners of surrounding properties, or the use is a public necessity. (Describe use and tell why it would not affect the health and safety of persons owning or living on surrounding properties.) \_\_\_\_\_

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2. The proposed use will not substantially reduce the value of adjoining or abutting property. (Describe surrounding uses and tell why the proposed use would not reduce property values.)

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3. The proposed use will be in harmony with the character of the particular neighborhood or area in which it is to be located. (Describe the day-to-day activities of the proposed use and compare it to the present uses in the surrounding area.) \_\_\_\_\_

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4. The proposed use will meet all required conditions and specifications of the City of New Bern. (If granted, will the proposed use be in conformity with setback, height and lot coverage requirements, etc., and will the use be in general harmony with the intent of the Land Use Ordinance?)

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**I, the undersigned, do certify that all the information presented in this application is accurate and complete to the best of my knowledge, information, and belief.**

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**FOR OFFICE USE ONLY:**

Date application was received: \_\_\_\_\_

Staff comments: \_\_\_\_\_

Departmental Review Date: \_\_\_\_\_

Staff comments: \_\_\_\_\_

Public Hearing Date: \_\_\_\_\_

Staff comments: \_\_\_\_\_

Disposition: \_\_\_\_\_

Zoning Administrator: \_\_\_\_\_

**Petitioners requesting Board of Adjustment action on property not owned by them must have this form completed by the owner of the property.**

## **OWNERS AUTHORIZATION**

Dear Sir or Madame:

I am the owner of the property located at: \_\_\_\_\_

I hereby authorize \_\_\_\_\_ to appear with my consent, before the New Bern Board of Adjustment in order to ask for a Special Use Permit to \_\_\_\_\_

at this location. I understand that the Special Use Permit, if granted, is permanent and runs with the land.

I authorize you to advertise and present this matter in my name as the owner of the property.

If there are any questions, please contact me at the following address: \_\_\_\_\_

Phone: \_\_\_\_\_

Respectfully yours,

\_\_\_\_\_  
Owner

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public:

My commission expires: