

CITY OF CLINTON
SPECIAL USE APPLICATION
PLANNING DEPARTMENT



Please Note: A pre-application meeting with planning staff is required before a Special Use Permit Application will be accepted

A. APPLICANT/OWNER INFORMATION

Applicant Contact Information:

Name: _____

Mailing address: _____

Telephone: _____

Email: _____

Owner Contact Information (if different from applicant):

Name: _____

Mailing address: _____

Telephone: _____

Email: _____

Professional Representative Information (i.e. Attorney, Engineer, etc.)

Name: _____

Firm: _____

Mailing address: _____

Telephone: _____

Email: _____

B. PROPERTY INFORMATION

1. Present Zoning Classification of Parcel(s): _____

2. Parcel ID #: _____

Deed Book: _____

Page: _____

3. Describe Current Use of the Property: _____

4. Describe, in detail, requested special use activities. Including hours of operation, number of employees, number of tenants, etc.: _____

5. Describe the existing uses of adjacent properties (Residential, Agricultural, Commercial, Industrial, etc.):

C. SPECIAL USE STANDARDS

The City of Clinton Land Development Ordinance requires the following general requirements be met when City Council considers whether or not to approve a Special Use Permit. The Clinton City Council may impose additional conditions on development if, in its judgment, the condition is necessary to meet one or more of the following standards. Please describe how your project meets, or will meet the below requirements:

A. If completed as proposed, the development will comply with all requirements of the Clinton Land Development Ordinance.

B. The use will not materially endanger the public health or safety.

C. The use will not substantially injure the value of adjoining or abutting property.

D. The use will be in harmony with the area in which it is to be located.

E. The use will be in general conformity with the Land Development Plan, thoroughfare plan, or other plan officially adopted by the Council.

D. SUBMITTAL REQUIREMENTS

The following are the minimum requirements for a Special Use Permit Application. Complete applications must be received by the 25th of the month to be considered at the following months Planning Board meeting.

- Pre-application Conference Completed
- Completed Application
- \$200 Special Use Permit Application Fee
- Copy of Recorded Deed
- Site Plan containing requirements from Section 12.4 of the Clinton Land Development Ordinance. This includes:
 - Plan Submittal Requirements
 - 5 full-size copies for initial submittal
 - 5 full-size copies of plans with revisions
 - 1 11x17 copy for file
 - 1 digital copy in PDF
 - Plan Labeling
 - Title
 - Original submittal date
 - Revision dates
 - Vicinity Map
 - North arrow
 - Scale (no smaller than 1"=100')
 - Lot lines with bearings and distances
 - Zoning district and applicable overlay districts
 - Adjacent property owners names, parcel numbers, and zoning
 - Total acreage
 - Acreage in right-of-way
 - Density per acre
 - Building setbacks in table format
 - Locations of existing structures
 - Landscaping notes
 - Boundaries of flood plains or not stating that property is not within one
 - Topography and environmental information
 - Plans and Details (if applicable)
 - Existing conditions

- Grading Plan
- Soil and Erosion Control Plan & NCDENR approval
- Storm water Plan
- Landscaping Plan
- Utility Plan
- Lighting Plan

E. SIGNATURES

I _____, the undersigned applicant, do hereby certify that to the best of my knowledge and belief all information supplied in and with this application is true and accurate. I also agree to adhere to any additional conditions placed on this permit by the Clinton City Council.

Applicant Signature

Date

Applicant Signature

Date

Property Owner Signature

Date

Property Owner Signature

Date

F. TIMELINE OF EVENTS (OFFICE USE ONLY)

The following timeline exhibits the Special Use Process from initial pre-application meeting through final permit issuance.

Special Use Step	Date Completed	Staff Initial
Pre-Application Meeting with Applicant		
Formal Application Submittal and Acceptance		
Administrator Review		
Technical Review Committee Meeting		
Applicant Notified of Recommended Changes (if any)		
Revised Site Plan Delivered to Planning Office		
Notice Mailed to Adjacent Property Owners		
Property Posted		
Planning Board Hearing and Recommendation		
City Council Public Hearing & Consideration		
City Council Issues Decision in Principle		
Staff and Legal Review of City Council Written Decision		
City Council Final Approval		
Written Notice of Decision Mailed to Applicant Within Five Days of Council Decision		
Issuance of Special Use Permit		