

Appendix L

Application Packet for Special Use Permits

Deadlines: January – December 2021			
<u>Complete Application Deadline (12 Noon)</u>	<u>Technical Review Committee Meeting¹</u>	<u>Joint Public Hearing</u>	<u>Earliest Decision Date</u>
November 16, 2020	December 1, 2020	January 21, 2021	March 8, 2021
February 15, 2021	March 2, 2021	April 15, 2021	June 14, 2021
May 17, 2021	June 1, 2021	July 15, 2021	September 13, 2021
August 23, 2021	September 7, 2021	October 21, 2021	December 13, 2021
November 22, 2021	December 7, 2021	January 20, 2022	March 14, 2022

Special Use Permit Minor Changes may be submitted to the Planning Department at any time.

Fee Schedule

Special Use Permit without rezoning ² :	\$ 1,000.00 ¹
Special Use Permit with rezoning ² :	\$ 1,200.00 ¹
Special Use Permit Modification Requiring Public Hearing:	\$ 500.00
Special Use Permit Modification NOT Requiring Public Hearing:	\$ 300.00

¹Plus \$10.00 per each acre for sites larger than 10 acres (example: 12 acre site plan = \$920.00 fee)

²Rezoning reviewed in conjunction with an annexation request should first calculate the standard fee and then double it to account for time spent on the fiscal analysis of the application.

Submittal Requirement Checklist for Special Use Permits

Staff may determine that some requirements are not applicable to all applications.

- ☐ Complete application form
- ☐ Complete site plan, 10 copies (see site plan requirements in **Appendix E**)
- ☐ Survey of property boundaries
- ☐ Legal documents indicating unified control over the site, such as a deed or a contract to purchase.
- ☐ Land suitability analysis including topography, steep slopes, soil types, hydrology, and vegetated areas.
- ☐ Environmental protection plan indicating how items in the land suitability analysis will be protected.
- ☐ For each building, a list of the following information:
 - a. List of anticipated uses for each building (from permitted use table)
 - b. Expected number of employees
 - c. Hours of operation
 - d. Phase of construction
 - e. Setbacks
 - f. Impervious Surface
 - g. Number of parking spaces
 - h. Number of signs
 - i. Height of signs
 - j. Building height

- ☐ Traffic Impact Statement that shows the following:

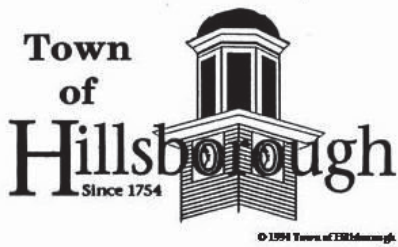
- a. Internal traffic flow
- b. Impacts at external connections
- c. Impacts on & improvements to existing facilities

Projects requiring a traffic impact statement will be reviewed by the traffic engineer of the town's choice. The applicant shall reimburse the town for the cost of the statement in lieu of submitting a statement by a consultant of their choice as part of the application. An applicant always has the option to submit a traffic impact statement by the consultant of their choice in addition.

- ☐ Evidence that the applicant has consulted with the State Department of Cultural Resources to determine if there are known archeological resources in the vicinity of the site. If resources are expected based on the known database, the applicant shall complete a Phase 1 analysis as part of their Special Use Permit submittal.
- ☐ A statement as to the applicant's preferred green building or sustainable building rating system for the project indicating the performance level intended to be met for the development site or structures in the application materials.
- ☐ A statement as to the applicant's expected water use for the daily operations of the site upon completion. Projects will be required to demonstrate water saving or reuse measures that will be employed (show baseline & their use).
- ☐ Applicants proposing 20 or more dwelling units shall indicate the provisions they intend to make in support of maintaining the diversity of housing types and housing price points in Hillsborough.
- ☐ A statement as to how the proposal satisfies the findings found in Section 3.8.3 (General Standards/Findings of Fact).
- ☐ Reviews by Other Agencies – submit confirmation of approval or their comments.
- Orange County
 - Stormwater & Grading Control Plan
 - Soil & Erosion Control Plan
 - Solid Waste Management Plan
 - Fire Chief/Marshal
 - Fire Code compliance
 - ability to protect
 - NCDOT
 - Driveway Permit
 - Off-site Road improvements
 - Thoroughfare Plan compliance
- ☐ Fee

Submittal Requirement Checklist for Special Use Permit Modification or Minor Changes

- ☐ Complete application form
- ☐ An amended to-scale site plan exhibiting the proposed changes.
- ☐ A written statement outlining in detail the changes proposed.
- ☐ To-scale building elevations exhibiting any proposed building façade changes.
- ☐ Fee (if applicable)



**APPLICATION FOR
Special Use Permit**

Planning Department
101 E. Orange Street / P.O. Box 429
Hillsborough, NC 27278

Phone: (919) 296-9471, Fax: (919) 644-2390

Website: www.hillsboroughnc.gov

Project Title: _____

PIN #

Address: _____

Property Owner Name: _____

Phone: _____

Mailing Address: _____

E-mail: _____

City, State, Zip: _____

Applicant Name: _____

Phone: _____

Mailing Address: _____

E-mail: _____

City, State, Zip: _____

Surveyor/Engineer: _____

Phone: _____

Mailing Address: _____

E-mail: _____

City, State, Zip: _____

Zoning: _____

Adjacent Zoning: _____

Acreage: _____

Phases: _____

Water Service: ☐ Public Water ☐ Well

Sewer Service: ☐ Public Sewer ☐ Septic Tank

Existing Structures: _____

Proposed Structures: _____

Critical Areas:

- ☐ Flood ☐ Drainage / Stream ☐ Pond ☐ Steep Slopes ☐ Cemetery
☐ Easements ☐ Historic

	Bldg A	Bldg B	Bldg C	Bldg D	Bldg E	Complies
Expected Uses						
Expected Employees						
Hours of Operation						
Phase						
Setbacks						
Impervious Surface						
Parking Spaces						
Number of Signs						
Height of Signs						
Building Height						

I/We certify that all of the information presented by me/us in this application is accurate to the best of my/our knowledge, information, and belief.

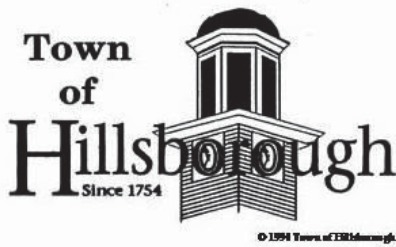
APPLICATIONS WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF PROPERTY OWNER.

Applicant's signature

date

Property Owner's signature

date



**APPLICATION FOR
Special Use or Conditional Use Permit Modification**

Planning Department
101 E. Orange Street / P.O. Box 429
Hillsborough, NC 27278
Phone: (919) 296-9471, Fax: (919) 644-2390
Website: www.hillsboroughnc.gov

Project Title: _____ Permit Type: ☐ SUP ☐ CUP

Address: _____ PIN #: _____

Applicant Name: _____

Mailing Address: _____ Phone: _____

City, State, Zip: _____ E-mail: _____

Property Owner Name: _____

Mailing Address: _____ Phone: _____

City, State, Zip: _____ E-mail: _____

Minor Change Requested: In the space provided below, or on a separate sheet of paper, explain the details of the proposed change(s) requested. Be as specific as possible. Also, attach a site plan indicating all proposed changes.

I, the applicant, hereby certify that the forgoing application is complete and accurate. I understand that I am bound to comply at all times with the rules and regulations of the issued Special or Conditional Use Permit issued for the property identified in this application, as well as all applicable requirements of the Town of Hillsborough Zoning Ordinance.
APPLICATIONS WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF LEGAL OWNER OR OFFICIAL AGENT.

Applicant's signature date

Property Owner's signature date

DEPARTMENT USE ONLY

Fee: \$_____.00

Date Received:_____

Receipt #:_____

SUP/CUP #:_____

Staff:_____