

SAMPSON COUNTY  
**SPECIAL USE PERMIT APPLICATION**  
INSPECTIONS AND PLANNING DEPARTMENT



**Please Note:** A pre-application meeting with planning staff is required before a Special Use Permit Application will be accepted. The pre-application meeting may be held at the time of application submission, provided all minimum requirements for a special use application are met.

**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.:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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5. Describe the existing uses of adjacent properties (residential, agricultural, commercial, industrial, etc.):  
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**C. SPECIAL USE STANDARDS**

The Sampson County Zoning Ordinance requires the following general requirements be met when the Sampson County Planning Board considers whether or not to approve a Special Use Permit. The Planning Board 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. The use will not materially endanger the public health or safety, if located according to the plan as submitted and approved.**

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**B. The use meets all required conditions and specifications of the Sampson County Zoning Ordinance.**

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**C. The use will not substantially injure the value of adjoining or abutting property, or is a public necessity.**

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**D. The location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and in general conformity with the Sampson County Land Use Plan.**

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## D. SUBMITTAL REQUIREMENTS

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

- Pre-application Conference Completed
- Completed Application
- \$200 Special Use Permit Application Fee
- Copy of Recorded Deed
- Site Plan containing minimum requirements from Section 2.2.C and Section 7.9 of the Sampson County Zoning Ordinance. This includes:
  - Plan Submittal Requirements
    - 2 full-size copies
    - 1 digital copy in PDF
  - Plan Labeling
    - The shape and dimensions of the lot on which the proposed building(s) is to be erected.
    - The location of said lot with respect to adjacent right-of-ways.
    - The shape, dimensions, and location of all buildings, existing and proposed, and required setbacks.
    - The nature of the proposed use of the building or land, including the extent and location of the use.
    - The location and dimensions of off-street parking and loading space and means of ingress and egress.
    - The location of all required buffers
    - Required driveway permits from the Department of Transportation
    - A Sedimentation and Erosion Control Plan (if applicable) as submitted to the Land Quality Section of the Department of Environment and Natural Resources
    - Any other information, which the Zoning Officer may deem necessary for consideration in enforcing all provisions of this Ordinance
    - **Other information may be required based on the type of Special Use Permit requested**

## 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 Sampson County Planning Board.

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Applicant Signature

Date

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Applicant Signature

Date

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Property Owner Signature

Date

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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.

	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 Decision		
Written Notice of Decision Mailed to Applicant Within Five Days of Planning Board Decision		
Issuance of Special Use Permit		