

Town of Williamston-Planning & Zoning Department
Request for Special Use



Date Submitted _____

Fee \$200
Account # 103500.3530

Name of Property Owner _____

Phone # _____

Address of Property Owner _____

City/State/Zip _____

Name of Representative _____
(if different from property owner)

Phone # _____

Relationship to Property Owner _____
(i.e. attorney, property operator, real estate agent, wife)

Proposed Use: _____

Ord. Ref. _____
(Staff Use)

Planning Board:

(I)(We) respectfully request a Special Use Permit in accordance with Section 7: Special Use Provisions of the Zoning Ordinance of the Town of Williamston, North Carolina. (I) (We) have submitted the following:

- a. the dimensions and location of the parcel to be built upon,
- b. the exact size, use, and location of building(s) already existing on the parcel,
- c. the location and dimension of the proposed building(s) or alteration, and
- d. the proposed use of the structure or request.

In addition, (I) (We) understand that the responsibility for submitting a valid application for a special use lies with the applicant(s) and not with the Town of Williamston, North Carolina. (I)(We) also understand that the Board of Adjustments/Planning Board of the Town of Williamston, North Carolina, may place conditions upon the granting of (my) (our) request, and (I)(We) will comply with any conditions so stated by the Board of Adjustments/Planning Board of the Town of Williamston, North Carolina.

Signature of Property Owner/Applicant

Date

Signature of Representative/Applicant (if applicable)

Date

Special Use Process

1. Submission of completed Special Use Request and payment by 1st of month.
2. Notice of Hearing: adjacent property owners will be mailed a notice of public hearing to be held at the Planning Board meeting.
3. Planning Board meeting and Public Hearing: at the Planning Board's regularly scheduled meeting (3rd Monday of the month), the Planning Board will hold a public hearing for any neighboring property owners to speak for or against the proposed business, development or use.
4. Decision by Planning Board: This is considered a quasi-judicial board meaning that the Planning Board will take into account all of the facts presented, testimonies/comments, the Zoning Ordinance, and staff recommendation prior to making a decision and may impose additional conditions or restrictions as they see fit.
5. Upon Approval: the Special Use permit may be picked up from Town Hall the day after approval.
6. Upon Denial: the applicant may correct any outstanding issues cited in the reason for denial and re-apply.