

County of Moore Planning and Inspections



Inspections/Permitting: (910) 947-2221
Planning: (910) 947-5010

SPECIAL USE PERMIT APPLICATION PACKET

Step 1. Pre-Application Meeting with Planning Staff

The applicant must schedule a pre-submittal meeting with Planning Staff to discuss the preliminary assessment of the request, adopted plans, and process. The applicant should provide a sketch plan for the pre-application meeting.

Step 2. Project Review Team Meeting with County Staff

The applicant needs to schedule a meeting with County Staff to discuss local and state approval processes and the projected infrastructure needs.

Step 3. Application Submittal

The applicant must submit a complete application packet on or before the submittal deadline. This includes:

- Application Fee \$400 plus postage for adjacent properties.
- A Site Specific Development Plan.

Step 4. Administrative Review

Planning Staff will review the request and provide the following public notifications prior to the Board of Commissioners meeting / quasi judicial hearing:

- All adjacent property owners will be notified by certified mail return receipt.
- A sign will be posted on the property visible from the nearest public road.

Step 5. Board of Commissioners Meeting—Call To

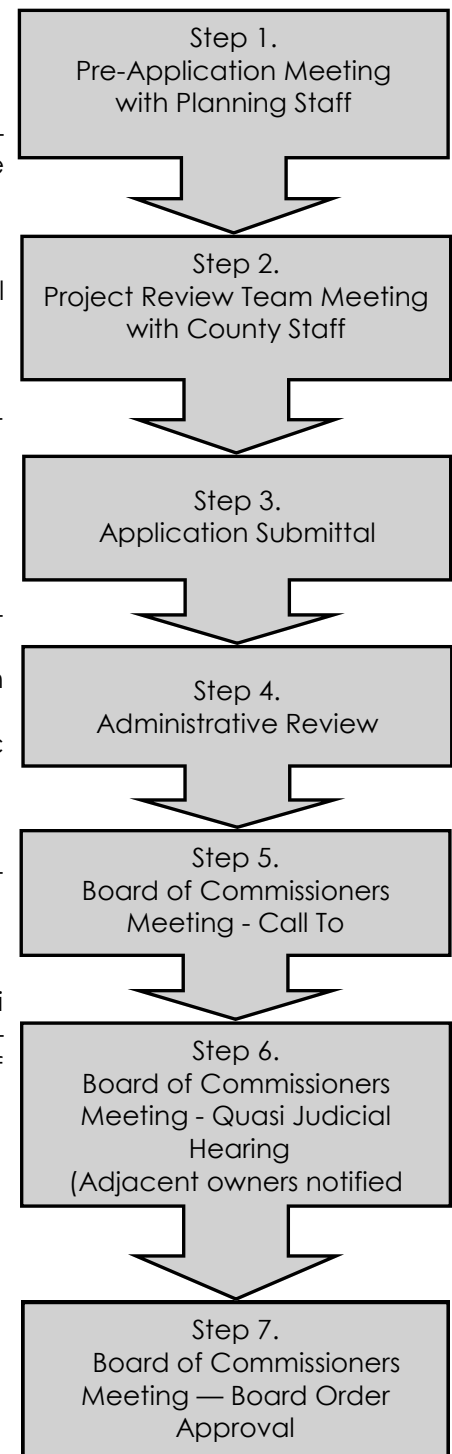
Planning Staff will present the request to the Board of Commissioners to schedule a Quasi Judicial Hearing. Applicant need not be present at this meeting.

Step 6. Board of Commissioners Meeting—Quasi Judicial Hearing

Planning Staff will present the request to the Board of Commissioners. A quasi judicial hearing will be held. It is **highly recommended** that the applicant attend the meeting to answer any questions raised at the meeting. The Board of Commissioners will make a final decision.

Step 7. Board of Commissioners—Board Order Approval

The Board Order will be placed on the consent agenda for approval. Applicant need not be present at this meeting.



Application Submittal Deadlines / Meetings

A date and location for a quasi judicial hearing will be set (subject to change) once a complete application is submitted to the Planning Staff. * Indicates date change due to holiday.

<u>Application Deadline</u>	<u>BOC Call To</u>	<u>BOC Quasi Judicial Public Hearing Dates</u>
Friday, October 3, 2025	Tuesday, November 4, 2025	Tuesday, November 18, 2025
Friday, December 5, 2025	Tuesday, January 6, 2026	Tuesday, January 20, 2026
Friday, January 2, 2026	Tuesday, February 3, 2026	Tuesday, February 17, 2026
Friday, January 30, 2026	Tuesday, March 3, 2026	Tuesday, March 17, 2026
Friday, March 6, 2026	Tuesday, April 7, 2026	Tuesday, April 21, 2026
Friday, April 3, 2026	Tuesday, May 5, 2026	Tuesday, May 19, 2026
Friday, May 1, 2026	Tuesday, June 2, 2026	Tuesday, June 16, 2026

Site Specific Development Plan

Chapter 4.2 of the Moore County Unified Development Ordinance.

A site specific development plan includes:

1. Dimension of property (front, side, and rear property lines)
2. Dimensions and locations of any existing or proposed buildings and signs
3. Existing and proposed uses of building(s) and/or land
4. Non-residential floor plans
5. Existing and proposed street right-of-ways and/or easements
6. Current and /or proposed setbacks from property lines, easements, and ROWs
7. Dimensions and locations of driveway, parking lots, and parking spaces
8. Dimensions and location of loading and unloading areas
9. Existing and proposed utilities
10. Non-residential screening plan
11. Significant natural features including floodplain, wetlands, lakes, streams, etc.
12. Existing and proposed impervious surface percentages
13. Location of any stormwater control devices, any stormwater control plans, and the name of the certifying engineer
14. Phasing plans
15. Any other information which the Administrator deems necessary as required per local, state, or federal law.

Review Criteria

The Board of Commissioners shall not approve a special use permit application unless it first makes each of the following findings, based on competent, substantial, and material evidence presented at the hearing.

1. The use will not materially endanger the public health or safety; and
2. The use meets all required conditions and specifications; and
3. The use will not substantially injure the value of adjoining property unless the use is a public necessity; and
4. The use will be in harmony with the surrounding area and compatible with the surrounding neighborhood; and
5. The use will be in general conformity with the approved Moore County Land Use Plan; and
6. The use is subject to a site plan that accurately depicts the proposed use's configuration.

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Fax: (910) 947-1303

Special Use Permit Application

Application Date:			
Location/Address of Property:			
Applicant:		Phone:	
Applicant Address:	City:	St:	Zip:
Owner:		Phone:	
Owner Address:	City:	St:	Zip:
Current Zoning District:	Proposed Use:		
Comments:			
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Approximate Completion Time for the Project:			
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<p>I (We), the undersigned, certify that all statements furnished in this application are true to the best of my (our) knowledge, and do hereby agree to follow all reasonable requests for information as designated by the County of Moore Zoning Administrator. If Applicant is not owner of property or has joint ownership must provide notarized statement of acknowledgement of submittal.</p>			
Applicant/Owner Signature		Date	
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Applicant/Owner Signature		Date	
<hr/>		<hr/>	
Office Use Only:			
PAR ID: _____			
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Received By		Date	
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